

Town of Needham



ANNUAL REPORT 1711 – 2010

NEEDHAM, MASSACHUSETTS

*Cover and back cover photos:
The Public Services Administration Building located at 500 Dedham Avenue, opened
February 17, 2010.*



This 2010 Annual Town Report is Dedicated to Carol Johnson Boulris

Carol Johnson Boulris was born in Alton, Illinois, where her great-grandfather had settled after emigrating from Germany. She was high school valedictorian and was the first female from Alton to attend Harvard-Radcliffe. At Harvard, Carol received a degree in Economics. When the local newspaper recorded her degree in Home Economics, Carol quickly contacted the newspaper, which then printed a correction.

It was at a Harvard-Radcliffe freshman mixer that Carol met her husband, the late Chester Joseph Boulris. “Chet” and other members of the varsity football team crashed the event at which Carol was chaperoning. Chet and Carol were married the following year, in 1960.

Carol and Chet moved to Vermont for Chet to continue his medical training and Carol taught seventh grade Language Arts and Social Studies for one year. Their three children, Mark, Craig, and Lorie, were all born in Vermont. After serving for two years in a MASH unit in Stewart Air Force Base in Smyrna, TN, the Boulris family relocated to the Boston area for Chet to complete his residency. Carol’s father carefully researched schools in the area surrounding Boston. Needham Schools had an excellent reputation and would be a perfect option for the Boulris children who were 7, 5 and 3 to receive their primary education. The Boulris family relocated to their first home on Francis Street in Needham in 1969 and later moved to Country Way in 1976. Carol immediately became involved with service to Needham, as outlined below.

- **High Rock PTC, President**
Helped to compile cookbook “Rainbow of Recipes”, which was later chosen by the Ladies’ Home Journal as Cookbook of the Month, February 1974.
- **Newman Jr. High School PTC, President**
- **Needham Town Meeting Member** 1976 - 2004
- **Needham School Committee** 1976-1985
Instituted a 10 minute period before each meeting for citizen access to the Committee
- **Needham Republican Town Committee**
Chairman during the first campaign of President George W. Bush.
- **Needham Historical Society, Board of Directors** (20+ years)
Compiled Pictorial History of Needham
- **World War II Commemorative Committee**, 1992-1995
- **Historical Commission**, Chair 14 years (1987 to present)
Authored the demolition delay by-law, accepted unanimously by Town Meeting.

Carol is an avid genealogist and serves as a member of five hereditary organizations:

- **Daughters of the War of 1812**
- **Daughters of the Colonial Wars** (current president)
- **Dames of the Court of Honor** (Revolutionary War officers, upcoming president)
- **Daughters of American Colonists** (current Chairman of Commemorative Events)
- **National Society Daughters of the American Revolution (DAR)** (State Regent, State Vice Regent, Vice President General DAR National, Chair, MA DAR Finance Committee)

When asked what her greatest concern is for the Town of Needham, without hesitation Carol responds that people need to have more sensitivity towards historic homes. She feels that they are our heritage, and if we keep demolishing them, we can never get them back. It dismays Carol that we have become a “disposable society” rather than considering the intangible value an item may hold. She cites the Emery Grover and Ridge Hill buildings as examples of one of a kind buildings. She says that unless care is taken, all that is to be learned from the historical architecture will be lost forever.

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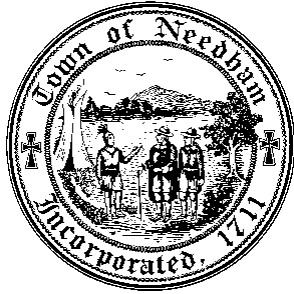
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A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2010.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2012 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2012-2016 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2012 through 2016. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2012 – 2016 Capital Improvement Plan is also available on the Town's website. The warrant for the 2011 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2012. The warrant also includes a summary table of the Town's current debt obligations.

The Board of Selectmen and Town Manager wish to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Selectmen should send a letter of interest to the Selectmen's Office at Town Hall or visit www.needhamma.gov/committeevacancy.

~ Community Profile ~

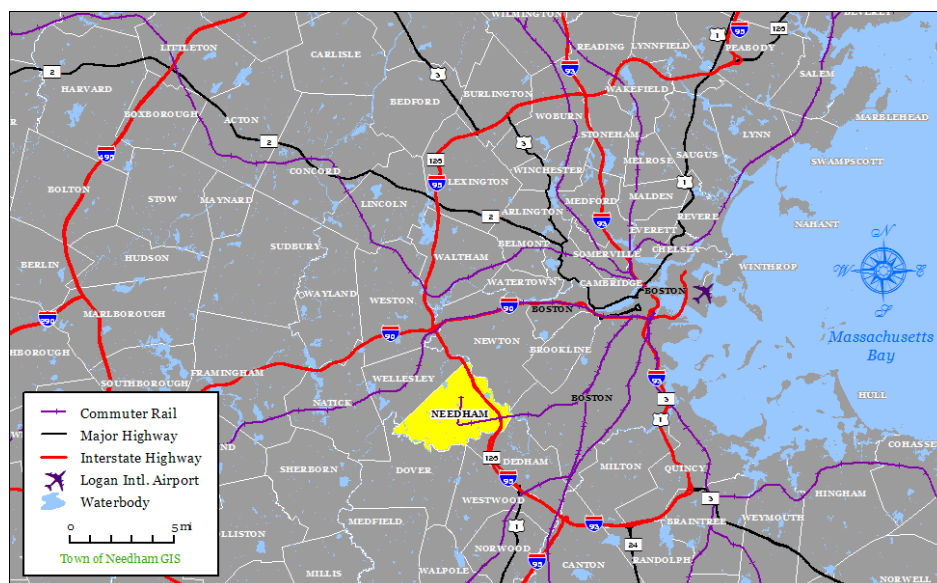
The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City. The town has a total area of 12.70 square miles and a total land area of 12.61 square miles.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.

Needham was incorporated in 1711 and has experienced numerous changes over its history. Early settlers relied primarily on agriculture and grazing plus some winter lumbering with orchards and tanneries as supplements in the 1700s. Saw and gristmills were opened along the Charles through the 18th century. Extension of the rail and land speculation encouraged settlement, and the town saw the growth of industrial employment and production at the same time during the mid-19th century. Needham manufacturers made knit goods, underwear, hats, shoes and silk, although attempts to cultivate silk worms were short-lived.

Land speculation, housing development and knitted underwear continued to be the foundation of Needham's economy into the 20th century, with the famous William Carter Corporation prominent in the children's knitwear industry. The construction of Route 128 in 1931 opened portions of the town to development as part of the high-tech highway in the post-World War II electronic industrial boom. The creation of one of the nation's first industrial parks in 1950, the later addition of high technology firms, the improvement of access to Route 128 and Boston, and Needham's fine schools and public services have contributed to the Town's emergence as one of the more desirable suburbs of Boston.

While Needham has developed over the years, population figures have remained relatively stable since the 1970s, ranging from 29,748 in 1970 to 27,901 in 1980 to 27,557 in 1990 to 28,911 in 2000 to 28,886 in 2010 (source: U.S. Census).



GENERAL GOVERNMENT

TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Sharon L. Tedesco, Department Assistant
Kevin T. Pendergast, Department Assistant
Marie Crimmins, Part-time
Joyce M. Carlezon, Part-time
Louise F. MacLean, Part-time



Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the general public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting.

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. The Town Clerk's Office also serves as a Passport Agency for the U. S. Department of State and Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May according to Needham's Town Charter. This year, however, was an extreme exception! During Fiscal Year 2010, the Town of Needham held a Special Town Meeting in November, six elections between December 8, 2009 and May 11, 2010, as well as the Annual Town Meeting in May and the Special Town Meeting within the Annual Town Meeting. The comparison between Fiscal Year 2009 and 2010 follows:

Fiscal Year 2010	Fiscal Year 2009
Special Town Meeting – Monday, November 2, 2009	State Primary – Tuesday, September 16, 2008
Special State Primary – Tuesday, December 8, 2009	Special Town Meeting – Monday, October 27, 2008
Special Town Election – Tuesday, December 8, 2009	Annual Town Election – Tuesday, April 14, 2009
Special State Election – Tuesday, January 19, 2010	Special Town Meeting – Monday, May 11, 2009

Annual Town Election – Tuesday, April 13, 2010	Annual Town Meeting – Monday, May 4, 2009
Special State Primary – Tuesday, April 13, 2010	State Election – Tuesday, November 4, 2008
Annual Town Meeting – Monday, May 3, 2010	
Special Town Meeting – Monday, May 10, 2010	
Special State Election – Tuesday, May 11, 2010	

The Special Town Meeting of November 2, 2009 disposed of 16 articles in one session; the Annual Town Meeting beginning May 3, 2010 disposed of 43 articles in four sessions; and the Special Town Meeting of May 10, 2010 held within the Annual Town Meeting disposed of 15 articles.

FY 2010 HIGHLIGHTS

The November 2, 2009 Special Town Meeting accepted Massachusetts General Laws Chapter 64L, Section 2(a) – the Local Option Meals Tax and Chapter 64G, Section 3A – Room Occupancy Excise. The 2010 Annual Town Meeting approved four zoning By-Law amendments and two General By-Law amendments which were subsequently approved by the Attorney General. Under Article 21 Town Meeting approved the FY2011 Operating Budget in the amount of \$109,679,481. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$127,670,996. An additional \$2,086,300 was authorized for borrowing.

With the death of U. S. Senator Edward Kennedy in August, 2009, a Special State Primary was held on December 8, 2009 and a Special State Election was held on January 19, 2010. State Senator Scott P. Brown was elected to fill the U. S. Senate vacancy. Also on December 8, 2009, the Town conducted a Special Town Election to present a Debt exclusion override ballot question for the Newman Elementary School. The result of the ballot question was Yes – 4,742 and No – 3,714. With the election of State Senator Scott Brown to the U. S. Senate, the state then held a Special State Primary on April 13, 2010 along with the Annual Town Election and a Special State Election on May 11, 2010. Richard J. Ross was elected State Senator to fill Scott Brown's vacancy. The Annual Town Election contained candidates for town offices and Town Meeting Members. There were no Proposition 2 ½ Override ballot questions on this year's Annual Town Election ballot. With six elections within a 5-month period plus two Special Town Meetings and the Annual Town Meeting, the Town Clerk's Office had one of its busiest years ever! (Note: see the statistical report of these elections under the Board of Registrars Fiscal Year 2010 Highlights.)

The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

VITAL STATISTICS

	FY 2010	FY 2009	FY 2008	FY 2007	FY 2006	FY 2005
Births to Residents						
7/1/09-12/31/09	164	161	164	156	139	165
1/1/10 – 6/30/10	126	134	170	132	167	150
Total Births	290	295	334	288	306	315

Deaths: Residents						
7/1/09-12/31/09	139	106	98	154	110	107
1/1/10 – 6/30/10	122	124	64	127	134	165
	261	230	162	281	244	272
Deaths: Non-Residents						
7/1/09-12/31/09	114	114	164	118	117	119
1/1/10 – 6/30/10	150	147	59	141	123	132
	264	261	223	259	240	251
Total Deaths	525	491	385	540	484	523
Marriages						
7/1/09-12/31/09	50	57	61	55	58	80
1/1/10 – 6/30/10	<u>26</u>	<u>43</u>	<u>29</u>	<u>35</u>	34	44
Total Marriages	76	100	90	90	92	124



**Fish and Game Licenses Issued:
7/1/09 - 6/30/10**



		FY 2010	FY 2009	FY 2008	FY 2007	FY 2006
Class F1	Resident Fishing	78	86	81	105	114
Class F2	Resident Fishing Minor (Age 15-17)	0	5	5	6	7
Class F3	Resident Fishing (Age 65-69)	13	15	14	8	12
Class F4	Resident Fishing (70 or over) or Handicapped	31	32	25	33	33
Class F6	Non-Resident Fishing	0	0	1	2	1
Class F7	Non-Resident Fishing (3 Day)	0	0	0	2	0
Class F8	Resident Fishing (3 Day)	2	1	2	4	0
Class F9	Non-Resident Citizen Minor (Age 15 -17)	0	0	0	0	0
Class F10	Quabbin One Day Fishing (Quabbin only)	0	0	0	0	0
Class H1	Resident Citizen Hunting	16	21	14	18	18
Class H2	Resident Citizen Hunting (Age 65-69)	0	2	2	3	2
Class H3	Resident Citizen Hunting, Paraplegic	1	2	1	1	1
Class H4	Resident Alien Hunting	0	0	0	0	0
Class H5	Non-Resident Hunting, Big Game	0	0	0	0	0
Class H6	Non-Resident Hunting, Small Game	0	0	0	0	0
Class H7	Non-Resident Commercial Sheeting Preserve/1 Day	0	0	0	0	0

Class H8	Resident Minor Hunting (Age 15-17)	1	0	0	1	2
Class H9	Resident Commercial Shooting Preserve (1 Day)	0	0	0	0	0
Class S1	Resident Sporting	20	24	27	35	27
Class S2	Resident Sporting (Age 65-69)	3	3	4	3	5
Class S3	Resident Citizen Sporting (Age 70 or over)	19	22	20	20	25
Class S4	Resident Minor Sporting	1	0	0	0	0
Class T1	Resident Trapping	1	0	0	0	0
Class T2	Resident Trapping Minor	1	0	0	0	0
Class T3	Resident Trapping (Age 65-69)	0	0	0	0	0
Class DF	Duplicate Fishing	0	0	0	0	0
Class DH	Duplicate Hunting	0	0	0	0	0
Class DS	Duplicate Sporting	0	0	1	0	0
Class DT	Duplicate Trapping	0	0	0	0	0
Class M1	Archery Stamp	14	16	23	21	15
Class M2	Massachusetts Waterfowl Stamps	13	8	15	14	11
Class M3	Primitive Firearms Stamp	15	20	19	20	11
Class W1	Wildland Conservation Stamp, Resident	135	157	149	182	190
Class W2	Wildland Conservation Stamp, Non-resident	0	0	1	4	0
	Total	364	414	404	487	474

Dog Licenses Issued:
7/1/09 - 6/30/10

	FY 2010	FY 2009	FY 2008	FY 2007	FY 2006	FY 2005
Male and Female Dogs @ \$15	169	150	179	193	150	169
Spayed and Neutered Dogs @ \$10	2361	2423	2299	2237	2149	2062
Kennels @ \$25	41	37	30	28	36	37
Kennels @ \$50	7	7	6	6	5	7
Kennels @ \$100	1	1	0	0	1	1
Hearing Dogs – No Charge	0	1	0	0	1	1
Seeing Eye Dogs – No Charge	1	3	0	0	1	1
Transfers @ \$1.00	3	13	6	8	4	11
Prior Years' Licenses	19	25	15	17	8	22
Replacement Licenses @ \$1.00	17	24	8	2	12	13
Total	2619	2684	2257	2510	2365	2224

FISCAL YEAR REVENUES PAID TO TOWN TREASURER

Fiscal Year	2010	2009	2008	2007	2006
Passports	\$5,550.00	\$4,350.00	\$7,805.00	\$8,130.00	\$6,900.00
General Fees	\$97,816.73	\$95,550.86	\$96,054.44	\$88,412.64	\$60,421.62
Liquor Licenses	\$84,470.00	\$58,130.00	\$69,580.00	\$61,755.00	\$48,005.00
Other Licenses	\$20,662.00	\$19,857.00	\$20,255.00	\$22,351.00	\$19,776.00
Dog Licenses	\$27,840.00	\$28,282.00	\$27,044.00	\$26,469.00	\$24,096.00
Fish & Game	\$210.15	\$241.10	\$235.95	\$290.00	\$293.40
	\$236,548.88	\$206,410.96	\$220,974.39	\$207,407.64	\$169,492.02
SOS, UCC	\$0.00	\$0.00	\$0.00	\$0.00	\$395.90
Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$893.37
	\$236,548.88	\$206,410.96	\$220,974.39	\$207,407.64	\$170,781.29
Fish & Game Pd to State	\$4,006.50	\$4,583.25	\$4,559.00	\$5,688.75	\$5,562.00
TOTAL	\$240,555.38	\$210,994.21	\$225,533.39	\$213,096.39	\$176,343.29

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

John W. Day, Chairman
Barbara B. Doyle
Mary J. McCarthy
Theodora K. Eaton

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The Board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The polling places have been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Pollard Middle School – Inner Room

Precinct F - Stephen Palmer Community Room
Precinct G – Broadmeadow School Performance Center
Precinct H – Broadmeadow School Performance Center
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School – Gymnasium

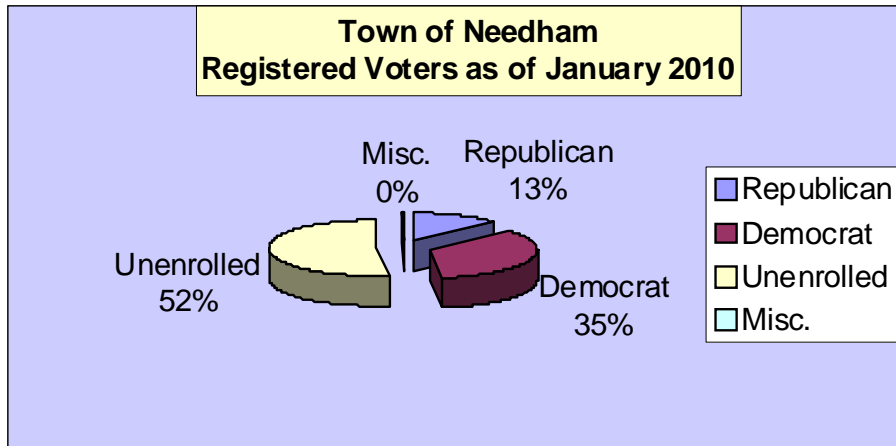
FY 2010 HIGHLIGHTS

The Board of Registrars conducted six elections in Fiscal Year 2010 – the Special State Primary, Tuesday, December 8, 2009; the Special Town Election, Tuesday, December 8, 2009; the Special State Election, Tuesday, January 19, 2010; the Annual Town Election, Tuesday, April 13, 2010; the Special State Primary, Tuesday, April 13, 2010; and the Special State Election, Tuesday, May 11, 2010. The following is the voter turnout and percentage of the registered voters in Needham for the six elections in Fiscal Year 2010:

December 8, 2009	Special State Primary	8,485 or 43.45%
December 8, 2009	Special Town Election,	8,474 or 43.34%
January 19, 2010	Special State Election	14,622 or 74.38%
April 13, 2010	Special State Primary	3,835 or 19.69%
April 13, 2010	Annual Town Election	3,749 or 19.25%
May 11, 2010	Special State Election	5,304 or 27.51%

The Annual Listing of Residents was conducted by mail again this year with an 80% turnout. This was similar to the total response in Fiscal Year 2009. Once again, the Annual Census included a request for Veteran status. The dog license renew application was included and has been well received by dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. Thus it is very important to get a full and accurate accounting. In order to accomplish this, we need each and every household to send in their census forms and we'd like to see an even greater return in 2011.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 19,269 plus 1,350 inactive voters. 2010 Population for the Town of Needham includes 30,128 residents plus 1,350 inactive voters for a total of 31,478. The registered voters were comprised of 6,737 Democrats, 2,510 Republicans, 9,990 Unenrolled, 17 Libertarians, and 15 miscellaneous political designations. 1,350 inactive voters brought the total number of registered voters to 20,619.



ANNUAL TOWN CENSUS POPULATION

ALL	VOTERS + INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693	28,568	
1991	18,284	28,470	
1992	18,092	28,134	
1993	18,504	28,074	
1994	17,703	28,384	
1995	18,212	28,740	
1996	18,490	29,156	
1997	19,306	29,340	
1998	19,514	29,925	
1999	18,237	28,630	29,789
2000	18,271	28,860	30,218
2001	18,741	29,019	30,130
2002	18,555	29,237	30,609
2003	18,593	29,376	30,276
2004	18,437	29,107	30,581
2005	18,712	28,996	29,990
2006	18,396	29,078	30,288
2007	18,642	29,414	30,457
2008	18,903	29,452	30,822
2009	19,463	29,973	30,907
2010	19,269	30,128	31,478

- Includes Inactive Voters beginning in fiscal year 1999

OFFICE OF THE TOWN MANAGER / BOARD OF SELECTMEN

*John A. Bulian, Chairman
Denise Garlick, Vice Chairman
Gerald A. Wasserman
Maurice P. Handel
Daniel P. Matthews*

*Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town Manager/Operations
Elizabeth Dennis, Director of Human Resources*

*Sophie Grintchenko, Human Resources Administrator
Ellen Reulbach, Administrative Assistant*

*Sandy Cincotta, Assistant to Town Manager
Nikki Witham, Department Specialist
Lorraine Lederhos, Department Assistant*

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so, with or without calling for an appointment in advance. Other meetings may be scheduled as needed and are posted at Town Hall. All meetings are open to the public.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town, including direct oversight of those departments under the jurisdiction of the Board of Selectmen. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

The Board of Selectmen is considered the "chief elected official" of the community, and is responsible for:

- Establishing policies and procedures for the coordination of Town government operations.
- Representing the interests of Town residents in business dealings, legal affairs, and inter-governmental cooperation with other municipal, county, state, and federal agencies.
- Making appointments to those Town Boards and Committees under its jurisdiction.
- Convening the Annual Town Meeting in May and any Special Town Meetings that may be required, and preparing the Warrant (listing of Articles) for Town Meeting consideration.
- Licensing all food and liquor establishments and transportation companies.
- Appointing the Town Manager and Town Counsel.
- Approving appointments recommended by the Town Manager for the positions of Assistant Town Manager/Finance, Assistant Town Manager/Operations, Fire Chief, Police Chief, and Director of Public Works.

The Town Manager is the chief executive officer of the Town, and is responsible for:

- Reviewing and recommending the reorganization, consolidation, or abolishment of departments.
- Rental and use of all Town property, except school property, and maintenance and repair of all Town buildings, including school buildings and grounds.
- Serving as purchasing agent for the Town, awarding all contracts for all departments and activities of the Town with the exception of the school department.
- Adopting rules and regulations establishing a personnel system, including a classification and compensation plan, in cooperation with the Personnel Board.
- Fixing the compensation of all Town employees except those under the jurisdiction of the school committee.
- Negotiating and administering all collective bargaining agreements with employee organizations representing Town employees other than employees of the school department, pertaining to wages and other terms and conditions of employment, and participating in the deliberations of the school committee in collective bargaining with employee organizations representing school department employees, as provided in M.G.L. c. 150E.
- Keeping full and complete records of the office of Town Manager and rendering as often as may be required by the Board of Selectmen a full report of all operations during the period reported on.
- Keeping the Board of Selectmen fully advised as to the needs of the Town, and recommending to the Board of Selectmen for adoption such measures requiring action by them or by the Town as may be deemed necessary or expedient.
- Implementing Town Meeting votes and reporting annually in writing to the Town Meeting on the status of prior Town Meeting votes on which implementation is not complete.
- Administering, either directly or through a designee all provisions of general and special laws applicable to the Town, and by-laws and votes of the Town, and all rules and regulations made by the Selectmen.
- Reporting to the Selectmen and the Finance Committee as to the financial condition of the Town.
- Providing advice and assistance to boards and committees of the Town.
- Serving as chief fiscal officer of the town, preparing and recommending a Proposed Annual Operating Budget and Capital Improvement Plan.

FY2010 IN REVIEW

Selectmen Organization

In April 2010, Daniel P. Matthews was re-elected to a three-year term on the Board of Selectmen. Following the annual town election, the Board re-organized with John A. Bulian as Chairman, Denise Garlick as Vice Chairman, and Gerald A. Wasserman as Clerk of the Board.

Progress toward Board Goals for the Community

Capital Facilities, Infrastructure & Sustainability:

The Town Hall historic restoration project broke ground in February 2010, and all Town Hall offices relocated to the newly constructed Public Services Administration Building (PSAB) at

500 Dedham Avenue. When most Town offices relocate to the newly renovated Town Hall in the fall of 2011, the PSAB will house the Park and Recreation Department, Planning and Community Development Department, Public Works Department, Public Facilities Department, and Building Department. Future projects at this site include the renovation of the Public Works maintenance and operations facility at 470 Dedham Avenue, and the relocation of the salt shed.

In December, 2009, voters approved a debt exclusion override for the HVAC and related repairs at the Newman Elementary School. The Massachusetts School Building Administration (MSBA) will provide financial support for the project in the amount of 40% of eligible costs. Site work is planned for the summer of 2010, and construction is set to begin in the spring of 2011. Facility and access improvements for the Pollard School, needed to accommodate the relocation of some of the Newman School students, are planned for 2011 as well.

The November, 2009 Special Town Meeting appropriated funds for a feasibility study to assist the Senior Center Exploratory Committee reach a consensus on its recommended site for the new senior center. SCEC recommendations are expected in early FY2011.

Other infrastructure improvements include the installation of traffic signals at Charles River and Central Avenue and School Street at Chestnut Street; installation of a water main and associated streetscape improvements on Chapel Street, and substantial completion of the Great Plain Avenue Pump Station project.

The Town implemented numerous initiatives aimed at reducing the Town's energy use. The Town enrolled two generators in an energy demand management program. The Town Manager and the School Superintendent issued an energy challenge in an effort to reduce energy consumption by 5%. Overall energy use was 10.45% lower in FY2010 than in FY2009 (on an unadjusted, MMBTU standard). The Town received a federal stimulus grant of \$86,000 to install energy controls at the Hillside School. Investment was also made in lighting controls, filter controls, and building envelope repairs on a Town-wide basis. Along with worldwide pricing reductions and favorable pricing contracts, these efforts allowed the Town to reallocate approximately \$370,000 in FY2010, and establish a budget for FY2011 that included a reduction in energy funding of close to \$500,000.

The Town was awarded a clean energy grant to help fund the installation of a Meteorological (MET) tower to test for adequacy of wind for the potential installation of a turbine, and approval of the zoning necessary for the installation of the MET tower was approved at the 2010 Annual Town Meeting. The Town also installed a demonstration solar panel at the High Rock School, installed a geo-thermal heating and cooling system at PSAB, and continues to purchase hybrid vehicles where appropriate.

Finance & Organization

During fiscal year 2010, the financial focus was the development of a budget for fiscal year 2011. The fiscal year 2011 budget picture in Needham was not as bleak as would be expected for several reasons. First, the Town's revenue projections are historically conservative and tend not to fluctuate dramatically. Second, as noted above, moderation in energy pricing and reduced consumption resulted in a reduction of the proposed FY2011 energy budget of close to a half

million dollars. All departments were judicious in their spending requests, mindful of the global financial situation. Finally, and most importantly, salary and wage rates were not increased for most employees.

The Board of Selectmen sponsored a joint meeting with the School Committee and Finance Committee to discuss sustainability in salary and benefit items in September, 2009. The Town has implemented so-called “Rate Saver” health insurance programs for all new hires for represented and non-union General Government employees, and non-union School employees. All teachers have migrated to the Rate Saver plans as well, resulting in more than 40% of the Town’s health insurance subscribers now participating in the lower-premium, higher out-of-pocket plans.

The Town appropriated \$15,000 to the Needham Property Tax Assistance Fund, approved by the 2009 Annual Town Meeting. The purpose of the fund will be to endeavor to match the voluntary contributions to the Elderly and Disabled Property Tax Relief fund.

The Town adopted the meals excise tax and amended the hotel/motel excise tax at the November, 2009 Special Town Meeting.

Fiscal year 2010 represented the fifth year in a row that no increase was required to the Town’s water and sewer rates. Moreover, the Board of Selectmen offered rate credits on several occasions.

The Town of Needham helped to create a regional veterans’ services district with the towns of Wellesley and Weston. The Town also implemented a major re-organization of the administration and management of the Department of Public Works, and consolidated the Conservation, Zoning Board of Appeals, and Planning Departments into a Department of Planning and Community Development.

Economic Development

At the request of the Board of Selectmen, the Council of Economic Advisors began a comprehensive evaluation of the New England Business Center to make recommendations on aspects such as marketing and branding, regulatory changes, and infrastructure. Funds to conduct a planning study of the NEBC were approved at the 2010 Annual Town Meeting. Work on a business development and permitting guide for small businesses is currently underway. Also in 2010, the Town adopted a personal property exemption for small businesses with property valued less than \$5,000.

Open Space/Conservation/Recreation

The May, 2010 Special Town Meeting approved the transfer of the parcel known as Perry Glen from the Park and Recreation Commission to the Conservation Commission. This action was taken to satisfy an agreement with the Executive Office of Energy and Environmental affairs, requirement to transfer for open space purposes a parcel or parcels of land greater than the 3.04 acre parcel transferred from conservation to municipal use. In addition, the May 2010 Special Town Meeting approved the transfer of Avery Field, Dwight Field, and Perry Park from the jurisdiction of the Board of Selectmen to the Park and Recreation Commission.

The November 2009 Special Town Meeting approved the purchase of two parcels in the Carol Road/Brewster Drive area. A Carol-Brewster Land Study Committee evaluated options for use of the parcels, and recommended the creation of a park and trail that will eventually be linked to the Town's trail network. Invasive species control, grading work, planting and final restoration will occur in FY2011.

The May, 2010 Special Town Meeting approved the purchase of a parcel at 174 Charles River Street which will be used to help the Town improve the usefulness of the Walker Gordon Field, and will also provided increased opportunities for recreation. The house will be demolished in FY2011.

As Fiscal Year 2010 come to an end, the Town looks forward to its 300th anniversary year – November 6, 2010 through November 6, 2011. A year-long celebration is planned.

COMMISSIONERS OF TRUST FUNDS

Heydon Traub, (appointed to serve August 2009 to April 2010)

Joseph P. Scalia, Vice Chairman (elected to serve April 2007 to April 2010)

Patricia Rose Falcao (elected to serve April 2008 to April 2011)

The mission of Commissioners of Trust Funds (COTF) is: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon; 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes; and 3) to increase the number of assets we oversee, and to prudently grow those assets.

In 2009 and again in 2010, Needham COTF formally updated the endowment investment policy for Trust Funds, specifying a percentage target range of asset allocation among various asset classes. This policy delineates the target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities. A new investment management firm was selected in January 2008.

The COTF currently have oversight of 85 trusts. About 50% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About a quarter of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 25% of trusts are for a wide variety of purposes, such as Park and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and favorable markets, the Trusts have grown over the past seven years from a total of \$2.2 million at the start of fiscal year 2002, to about \$3.2 million at the end of fiscal 2010.

In complying with the various trust agreements the COTF emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from the Trust's diversified portfolio in the 6%-10% range per annum over a market cycle, the value of the Trusts is to grow slightly and preserve the inflation-adjusted value for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

The COTF's third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as \$5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with Town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A Trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit Town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Director of Finance, Accounting, Assessing, Collector and Treasurer, Information Technology, and Parking Clerk. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. The Department also provides and supports the system-wide applications and the Town's network. The Information Technology Center also supports and hosts a number of specific software applications for various functions of municipal government. Services provided, but not limited to, include preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees contract compliance, as well as compliance with the uniform procurement act, supports all aspects of the Town's data processing and network operations, and hears appeals on and enforces the collection of parking fines.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the federal and state governments. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the \$110 million general fund budget, \$17 million in special revenue, \$15 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis the Department processes hundreds of invoices for payment to vendors, for services and supplies, procured by Town departments.

FY 2010 HIGHLIGHTS

The Town's fund balance was essentially unchanged in FY2010, as anticipated. Actions taken by the Town over the past few years have helped to mitigate lost revenue due to the weakened economy. Actions include delayed hiring, review of departmental expenses, and longer term cost containment strategies. The Town took steps to restrict its health insurance offerings to higher out-of-pocket plans for new municipal employees that opt for health insurance; this restriction does not yet apply to some school employee bargaining groups, but the school teachers union converted from the traditional plans to the "rate saver" plans. To date, more than 40% of current health insurance participants are enrolled in these "rate saver" plans.

Town Meeting adopted the local option meals excise of 0.75% and amended the room excise from 4% to 6%. Both sources of revenue are more volatile with changes in the economy, but did generate more revenue than expected for the year, which suggested that segments of the economy were improving.

The Town's overall fund balance showed an increase of \$44,349, from \$6,140,369 in FY2009 to \$6,184,718 in FY2010 for the aforementioned reasons. The fund balance ratio to general fund revenue, at 12.3%, was higher than last year, and was comparable to the Town's fund ratios during the last economic slow downs during the late 1990's early 2000's. The year end results were in line with management's underlying long-term planning goals of sustainability.

In February 2010 all the offices located at Town Hall (which included the entire Finance Department) had to vacate and move to temporary quarters at the Public Services Administration Building (PSAB) at 500 Dedham Avenue (next to the DPW complex). The Public Services Administration Building officially opened on February 17, 2010. The Town approved funding at the May 2009 Annual Town Meeting funding for the preservation and renovation of Town Hall. The estimated cost for the Town Hall project was \$18,155,746 of which \$6,829,233 came from CPA revenue, \$26,513 from other available funds, and \$11,300,000 in bond authorizations supported by CPA receipts and General Fund receipts. Town Hall was originally constructed and opened in 1902. Many significant features of the Town Hall are being repaired and improved, with an addition being built in the back parking lot to provide office space for some of the operations that are being displaced in order to return and restore the so-called great hall on the second floor of the building and returning the Board of Selectmen's meeting room on the first floor to its original size. The Board of Selectmen has formally named the hall as the James Hugh

Powers Hall. Mr. Powers is a long-time citizen volunteer to many causes in Needham, including Town Meeting. The Town Hall is scheduled to re-open in October 2011.

The Town funded a feasibility study to investigate options to modernize the heating and ventilation system at the Newman Elementary School and settled on an approach that called for abandonment of the entire H&V system and construction of a new system. Other system upgrades include code compliance, roof, electrical and information system infrastructure. Students will be moved to a temporary modular classroom structure that will be constructed in 2010/2011. The work on the school building is scheduled for 2011/2012. The total estimated cost is \$27,412,128. The Town sought and has received approval for partial funding from the Massachusetts School Building Authority (MSBA), due to the nature and magnitude of the project. The MSBA has committed to paying 40% of the eligible project cost. The balance of the project will be funded by bonds. The voters of Needham approved a debt exclusion override to cover the cost of the Town's share of the project at a December 8, 2009 special election.

The MSBA's funding agreement with the Town for the Newman Elementary School project provides for monthly disbursements to the Town for the State's share of the project costs. The payments are issued to the Town as costs for the project are incurred. This funding process avoids the need to issue notes on the State's share of the project cost (less a holdback until a final audit of the project is done), reducing interest expense and avoiding the need to permanently finance the State's share.

The Town of Needham and the MSBA had a similar agreement for the Needham High School project which was a multi-year project. Through June 30, 2010 the Town received payments in the amount of \$28,071,018 for the High School project. The close out audit and the final payment from the MSBA of \$1,477,422 was received in October 2010.

The Town also approved a \$3,500,000 debt authorization to fund a replacement of the Pollard Middle School roof. The MSBA has committed to paying at least 30% of the approved cost for this project, and therefore only the net portion of the project will be financed by debt. The Town has also funded a condition assessment of the Pollard School, as well as the Hillside and Mitchell elementary schools. The purpose of the condition assessments is to determine to what extent the buildings need to be upgraded, with the possibility that one may need to be razed and the other elementary school may need a major renovation.

The Town is maintaining a reserve for property tax abatement and exemption activity. The abatement application filings for FY2010 were lower than anticipated. This helped to maintain a reserve for upcoming years as the Town will be conducting its triennial property revaluation. The Town also took steps to further shore up reserves by appropriating \$100,000 to its capital facility fund stabilization account and additional \$82,761 for its capital improvement fund stabilization account. Management continues to promote the practice that the non-recurring portion of Free Cash (Undesignated Fund Balance) be used for ongoing capital investment, temporary or extraordinary expenditures, and future reserves rather than for recurring operating expenses.

We have submitted as part of the Annual Town Report, the General Fund Balance Sheet for the fiscal year ending June 30, 2010, as well as the Statement of Net Assets for each of the three enterprise funds for the year ending June 30, 2010, the statements of Budget Appropriations and Expenditures for the General Fund, RTS Enterprise Fund, Sewer Enterprise Fund, and the Water Enterprise Fund for Fiscal Year 2010, and the Schedule of Trust Funds for Fiscal Year 2010. Also included in this Town Report is the Fiscal Year 2010 Tax Rate Recapitulation as approved by the Department of Revenue. All schedules will be found in the appendices.

Finally, if you have any questions or concerns, please do not hesitate to contact us. We wish to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties.

Accounting Office

Michelle Vaillancourt, Town Accountant

Staff: vacant, Assistant Town Accountant, Therese Altieri, Accounts Payable; Ruchir Garg, Payroll; Cynthia Salamone, Administrative Specialist

Fiscal year 2010 marked yet a third year of staff turnover and subsequent recruitment and retention continued to be a challenge. Jennifer Casey, payroll clerk, transferred to another department and then after an extended recruitment period the Town hired Ruchir Garg for the payroll position. The Assistant Town Account position was left vacant for all of FY2010 due to the hiring freeze; but the Town did approve partial funding for the position for FY2011. Cynthia Salamone, who served as a Department Specialist for two offices, was permanently assigned to the Accounting office as an Administrative Specialist. The Department Specialist position was previously shared between the Treasurer's Office and the Accounting Office, but due to the vacancies in the accounting division and the growing work load, it was determined that the job had to be dedicated to accounting. The demand for accounting experience, even during the recession, remains high, and therefore adds to the difficulty of hiring qualified people in the support positions.

Assessing Office

Hoyt B. Davis, Jr. Administrative Assessor

Staff: Chikako Park, Assistant Administrative Assessor; Sandra Evans, Department Specialist; Nancy Martin, Administrative Support; Stanley Winston, Data Collector

The Assessing Office is responsible for the administration of a wide range of state laws pertaining to *ad valorem* taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual classification public hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector's office which added new value to the property. All these inspections were completed prior to June 30, 2010. This is the statutory deadline for the collection of New Growth for the following fiscal year.

In the area of personal property, legislative relief arrived. Part of a relief package signed into law by the Governor in 2010 now allows the Assessors to audit the Forms of List documents that are compulsory and submitted by the property owners annually. This legislation should improve the accuracy of the information that businesses provide.

Parcel Types	2008	2009	2010
Single Family	8,337	8,341	8,334
Condominium	651	675	755
Two Family	303	293	281
Three Family	17	17	16
Four + Family	25	24	27
Vacant Land	175	173	187
Chapter Land	14	15	13
Mixed Use	23	26	24
Commercial	371	369	373
Industrial	48	47	45
Personal Property	961	1,113	1,181

Of the 11,150 Real Estate and Personal Property accounts billed in FY2010, the value of 69 of those properties, or .006% saw changes in their value through the abatement process vs. .007% in FY2009 and .005% in FY2008. The average adjustment in tax dollars for FY2010 was \$1,487 vs. \$1,186 for FY2009 and \$4,325 for FY2008.

Collector and Treasurer Offices

Evelyn Poness, Town Treasurer and Tax Collector

Staff: Diane Ryan, Assistant Collector and Treasurer; Kristen Bent, Department Assistant; vacant, Department Assistant; Dawn Stiller, Department Specialist; James "Gordon" McMorro, Department Assistant; Karen Rogers, Department Specialist

The Treasurer's office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to assure the timely paying of all expenses. Balances in excess of expenses must be invested in a prudent manner in accordance with state statutes. Due to the instability in the open market even the most conservative investments had limited options. The Department updated the investment policy in 2009 to reflect the changes that have occurred. The Treasurer earned just \$497,129 in interest income for the General Fund during FY2010, which is down significantly from FY2009 which saw \$714,066 in General Fund interest earnings. Interest rates had fallen to some of the lowest levels in recent history and remain essentially flat for over a year. The outlook for FY2011 shows limited upswing in interest income as interest rates continue to remain below one percent in most instruments that the Treasurer is legally allowed to invest.

In November 2009, the Treasurer's office welcomed Dawn Stiller, as a new Department Specialist. This position was previously held by Anita Mahaney, a long time employee of over

twenty years, who left Needham to relocate to other parts of this state and seek new opportunities. Dawn had previously worked in the Town Manager's office where she began service to Needham in 2007.

During fiscal year 2010 the Treasurer's office, thanks to the generosity of Needham residents, in combination with funding to a property tax relief fund by Town Meeting, awarded \$15,050 in property tax relief to 37 Needham households. The property tax relief appropriation of \$1,000 was awarded proportionately based on award given from the property tax assistance to the elderly and disabled to all those qualified.

The Treasurer issued \$20,314,015 in long term debt and \$4,535,161 in short term debt. Needham submits all financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2010 was \$85,433,027.

The Office of the Tax Collector ensures that all bills, i.e. real estate, personal property, excise, water and sewer are billed timely and in accordance with state statutes. The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong collection rate. The recession has not had a significant impact on collections. During FY2010, approximately \$93.6 million in billed revenue flowed through the Office of the Collector. The collection rate for all receivables billed through the department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

- Real Estate Tax Collections \$83.9 million
- Motor Vehicle and other Excise \$3.9 million
- Personal Property Tax Collections \$2.9 million
- CPA Surcharges \$1.5 million
- Delinquent and Deferred Tax Collections
(Including penalties and interest) \$0.8 million
- Ambulance Service Fee Collection \$0.6 million

	2008	2009	2010
Sewer and Water Bills Issued	46,004	46,139	46,017
Real & Personal Property Tax Bills Issued	43,999	43,854	44,267
Motor Vehicle Excise Bills Issued	28,184	27,533	27,934
RTS Sticker Applications Processed	9,193	9,024	8,968

Information Technology Center

Roger MacDonald, Director of Management Information Systems

Staff: Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Matthew Tocchio, Network Manager; Lawrence Weaver, Financial System Application Manager

During FY2010 the Information Technology Center (ITC) was routinely involved in the technology infrastructure design of the Public Service Administration Building (PSAB) as

well as planning and supporting the move from Town Hall of all departments to the PSAB. Prior to and during the move the ITC had to coordinate with multiple vendors to ensure that during the move process those departments not moving from other Town and School buildings did not lose the core functions of the Town's fiber network. The ITC during this time and throughout the move to PSAB continued to supply services to all the Town's departments. In FY2010 there were 6 planned or unplanned downtime events for FY2010 compared with 11 events in FY2009. The total number of hours that the network was available during FY2010 was 8,692 hours out of 8,760 or 99.2%. This compares to FY2009 where the total number of hours that the network was available was 8,704 hours out of 8,760 or 99.5%.

The ITC was also challenged in FY2010 with a catastrophic system failure of the Town's financial system hardware. Through persistent work with the hardware and software vendors the ITC was quickly able to establish minimal functionality with the software. This allowed for core elements of the financial system to operate giving the ITC a slightly longer window to deal with the hardware. Working with a long time provider of hardware to the Town a replacement box was ordered and shipped allowing for the ITC to quickly get the financial system back online. This unplanned software failure also showed the need to change the hardware model for the financial system to allow for redundancy in hardware. This new model has been funded and will be implemented during FY 2011.

Throughout FY2010 the ITC supported or worked directly with 50 applications used throughout the Town departments as well as the Network Manager supported 225 PCs and laptops, 21 servers, and 109 communication devices. Requests for ITC support of hardware and software continue to grow through the Town's departments with many looking for ways to incorporate new applications to help increase efficiency and productivity within their departments.

Office of the Parking Clerk

Debra Smith, Parking Clerk

The Parking Clerk remains actively engaged in the research and review of parking concerns, visiting parking sites to view the condition of painted space numbers, painted curbs, signs, parking meters and money collection boxes continues. This allows for informed, fair decisions regarding parking disputes. The appropriate Town departments are then notified as to where updating, repairs, or signage may be needed.

Parking Tickets	2009	2010
Tickets Issued	8,641	7,413
Tickets Appealed	405	390
Tickets Voided	293	343

Parking ticket analysis also depends upon the efforts of the Parking Clerk to access information such as weather reports, MBTA collection records and parking ticket payment information. The

availability and accurate recording of this information assists the timely research of parking ticket appeals.

The Parking Clerk is involved in the Parking Committee's issuance and regulation of All Night Parking Permits. The Parking Clerk handles secretarial functions for the Committee and assumes record keeping responsibilities for permit applicants.

FINANCE COMMITTEE



Lisa Zappala, Chair
Richard Zimbone, Vice Chair
Matthew Borrelli
John Connelly
Richard S. Creem

Richard Lunetta
Richard Reilly
Steven Rosenstock
Michael Taggart
Louise Mizgerd,
Executive Secretary

PURPOSE

Needham By-Laws charge the Finance Committee with the responsibility of recommending a balanced budget to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and on policies and principles of sound fiscal management. Additionally, the Committee is mandated by state law to "consider any and all municipal questions for the purpose of making requests or recommendations to the town." (See Massachusetts General Laws, Chapter 39, Section 16.)

Fiscal Year 2010 was the fifth year under the Town Manager form of government in Needham. The Finance Committee works productively with the Town Manager each year to reach a balanced budget recommendation for Town Meeting's consideration. In achieving the goal of presenting a balanced budget as well as capital recommendations to Town Meeting, the Finance Committee sometimes asks difficult questions of department managers and town management. Requested expenditures often exceed estimated revenue, making these questions not only worthwhile but essential to the budget process. The process includes meetings, site visits, research, and analysis on behalf of Town Meeting members and the citizens they serve. The Finance Committee strives to ensure that Needham is financially secure, and that the Town can maintain its infrastructure, and preserve the vital services which its citizens continue to enjoy.

FY 2010 HIGHLIGHTS

Operating Budget Recommendation

During FY 2010, the Finance Committee tackled the challenge of reaching a balanced budget recommendation for FY 2011. The Finance Committee began its budget process on December 9, 2009, when departmental spending requests and the School Department's initial budget request were submitted. As in every year, the Finance Committee:

- Carefully reviewed every departmental spending request on its own merit and with regard to the impact of each request on citizen services and the Town's infrastructure.
- Met with the Town Manager, department managers, the Superintendent of Schools, School Committee members, and school administrators.
- Held budget hearings with each department and deliberated in depth all requests.

The Finance Committee received revenue estimates and the Town Manager's executive budget submitted on January 26, 2010. The Finance Committee carefully reviewed and considered, in detail, the Town Manager's recommendations. Thereafter, the Finance Committee worked diligently to prepare a draft preliminary balanced budget recommendation submitted on February 22, 2009, and a final balanced budget recommendation for the Town Warrant in mid-March.

The Town Manager's executive budget included her recommendation for the School Department budget in FY 2011. As authorized in the by-laws, the School Committee transmitted its voted budget request to the Finance Committee. The Finance Committee carefully reviewed and considered, in detail, the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town. The Finance Committee worked cooperatively with the Town Manager and with the Superintendent of Schools and the School Committee in balancing the competing requests of the various municipal and school departments. After a thorough evaluation of each municipal departmental spending request, the School Committee's budget request, and the Town Manager's executive budget, the Finance Committee recommended fully funding the School Committee's budget request and most municipal departmental budget requests.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- Maintain essential services currently provided to citizens and other user groups
- Maintain commitment to infrastructure spending
- Preserve and enhance financial stability
- Encourage long-term planning in all departments
- Evaluate new services and requests

Capital Spending Recommendations

The Town's annual capital spending is funded from three distinct fiscal sources: Free Cash, debt within the tax levy, and debt exclusion. Free Cash is a source of funds generated from unspent appropriations in a previous year. Free Cash available for Fiscal Year 2010 was approximately \$3.1 million, of which approximately \$1 million was appropriated for capital items with the balance held in reserve for unexpected operating expenses.

Recurring requests for on-going programs and replacement schedules, such as for roads, bridges, sidewalks and intersections, or DPW vehicle replacements, represented almost 90% of the available Free Cash allocation for FY 2010. In addition, the Finance Committee recommended funding of a number of capital requests with debt, including the Newman School repairs, the Senior Center Feasibility Study, a condition assessment for the Hillside and Mitchell Elementary Schools, and Kendrick Street Bridge repair work.

Future Challenges

Economic conditions at the local, state, and federal levels have remained difficult. State aid decreased further in FY 2010, as the demand for town services continued to increase, particularly in the schools. In order to continue to provide these services without burdening future generations, the Town is committed to achieving sustainability in its budgeting. The goal is to balance the Town's current needs without compromising the ability to meet future needs. The Finance Committee adheres to a policy that operating budgets are funded with recurring sources of revenue, and non-recurring revenues should be spent on one-time capital expenditures and reserve deposits. In broad terms, this requires that the Town manage its operations to avoid appropriating money from the Town's Stabilization Fund, building up reserves to handle unexpected operating expenses and limiting capital expenditures from Free Cash to fund only recurring expenses. As part of its sustainability effort in FY 2010, the Town has exercised great fiscal restraint by maintaining a plan providing for no increase in the headcount of employees without a dedicated funding source, asking departments for judicious budget submissions, and achieving significant energy savings through conservation and the use of alternative energy sources. In support of the Town's efforts to maintain a sustainable budget in this difficult time, most Town employees and unions agreed to zero salary increase for FY 2010, and to shift to rate-saver health insurance plans.

The Finance Committee remains committed to working with the Town Manager, Board of Selectmen, School Committee, School Superintendent, town management, and department managers in order to encourage and accomplish long-term planning. The Finance Committee believes that long-term planning efforts can help meet any challenge that may lie ahead.

The Finance Committee deliberates the operating and capital budgets fairly and openly at all times. The Committee meets most Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings are posted with the Town Clerk at Town Hall and on the Town website. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours to developing a fair and equitable budget to recommend to Town Meeting. The Finance Committee also considers the financial implications of the other issues brought before Town Meeting. The Committee believes that its independent and objective recommendations help make Needham an outstanding place to live.

LEGAL DEPARTMENT

*David S. Tobin,
Legal Counsel*

PURPOSE

The Legal Department of the Town of Needham provides legal advice and representation to Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings and meets with other Boards when requested. The Legal Department drafts, negotiates and approves all contracts when requested, represents the Town in all legal actions in the courts and before



administrative agencies, provides opinions and advice relative to legal issues affecting the Town and assists in the drafting of legislation, by-laws and regulations.

BUDGETARY DATA

a.	Salaries	\$ 68,644.63
b.	Purchased Services	\$277,168.94
c.	Expenses	\$ 2,017.95
d.	Communications	\$ 0
e.	Total	\$347,831.52
f.	Full-Time Employees	0
g.	Part-time Employees	1

FY 2010 HIGHLIGHTS

- During Fiscal Year 2010, commencing July 1, 2009 and ending June 30, 2010, in addition to the advice given to Town officials on a daily basis, the Legal Department accomplished the following:
- The Legal Department represented the Town, its boards and/or officers and employees in various courts and before various administrative agencies and handled all related litigation matters, unless covered by a contract of insurance.
- The Legal Department negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, Department of Public Facilities, School Department, Personnel Department, Department of Public Works, Water and Sewer Department, Technology Department, Park and Recreation Commission, Conservation Commission, Planning Board, Zoning Board of Appeals, Board of Health, and the Council on Aging.
- The Legal Department assisted in the drafting of various bylaws and bylaw amendments and special and general legislation.
- The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.
- The Legal Department engaged and worked with outside counsel to represent the town in the following matters:
 - Labor relations
 - Litigation

FY 2011 FORECAST

In fiscal year 2011, the Legal Department shall continue to provide legal services to all Town officials and departments at a reasonable cost.

MODERATOR

Michael K. Fee, Town Moderator

Department Staff: None Budget: Zero

The Town Moderator presides over Needham's representative Town Meeting, a "citizen legislature" which under Massachusetts law and our Town Charter holds the ultimate authority over all municipal affairs. For example, Town Meeting must decide each year how much money will be spent on all Town services, including schools, public works, and public safety as well as how much will be spent on our public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of debt.

Town Meeting convened twice in 2010, once in May at our Annual Town Meeting and again in November in a Special Town Meeting that lasted two sessions. During the Annual Town Meeting in May 2010, Town Meeting Members acted on a Warrant containing 43 articles and worked through an operating budget for Fiscal Year 2011 that authorized over \$108 million in expenditures for our town.

Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I authored and distributed with financial assistance of the Richard Patton Melick Foundation for over ten years and the Handbook appears to have improved the Town Meeting Members' knowledge of our procedures and rules. The implementation of a new town government web site has now also increased the flow of information to Town Meeting Members, including electronic access to the meeting warrants and the Member's Handbook.

Prior to the Annual Town Meeting, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Pollard Middle School. The League helped arrange and publicize an orientation session that I conducted at the Warrant Meeting for newly elected Town Meeting Members. In addition, I participated in the filming of an educational program created by the League and produced by the Needham Channel entitled, "Needham Town Meeting: Making Your Voice Count." This program has been broadcast on The Needham Channel and has also been posted in its entirety to You Tube, www.youtube.com. I have also continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth.

The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report. Any expenses I incur, such as the preparation of educational materials, dues to the Massachusetts Moderators Association and travel to meetings is paid for with personal funds.

I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. The Moderator appoints all members of the Finance Committee and the Personnel Board and several members of other

boards and committees, including the new Community Preservation Act Committee. I am proud of the citizens I appointed to serve their fellow citizens in various positions during 2010. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Evelyn Poness, Chair
Kate Fitzpatrick
John Krawiecki
Robert Mearls
Thomas Welch

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of \$91,555,000. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. The Board meets on the second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of \$76,332,000 since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute either 5, 7, 8, or 9% of their regular compensation. This is determined by the date upon which the employee becomes a member of the System.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification.

The maximum retirement allowance is funded 20% by the employee and 80% by the Town. The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pensions costs and allow funding to be spread over a number of years. The Board has accepted a new actuarial study as of January 1, 2009. Needham's pension obligation will be 100% funded by the year 2028.

PERSONNEL BOARD



*John Dennis, Chairman
Patricia Forde, Vice Chairman
Vivian Hsu*

*Richard Lunetta
Joseph Herlihy
Department Manager: Elizabeth Dennis,
Director of Human Resources*

PURPOSE/MISSION/AUTHORITY

The Personnel Board is a five-member Board appointed by the Town Moderator. The Personnel Board shall advise the executive branch on strategic human resources and collective bargaining matters. In its duties, the Board is assisted by the Director of Human Resources. The Board works closely with the Town Manager during the development of the classification and compensation plans and personnel policies and making recommendations to Town Meeting as it deems appropriate. The Personnel Board adopts and amends personnel policies on an ongoing basis.

FY 2010 ACCOMPLISHMENTS AND ACTIVITIES

In Fiscal Year 2010, the Board continued its regular duties by recommending no cost-of-living wage increase for non-represented personnel in Fiscal Year 2011 which replicated provisions contained within memoranda of agreement that extended the collective bargaining agreements for one year for all but two organized units. Board members also established the salary for elected officials. In order to meet the ever-changing needs of the Town and the employment market, the Board created and revised several position descriptions including:

- Economic Development Coordinator to Director of Economic Development
- Planning Director to Director of Planning and Community Development
- Conservation Agent to Director of Conservation
- Department Assistant 2 in the Park and Recreation Department to Recreation Supervisor
- Activity Instructor; added Group L and Group M on Schedule C
- Public Works Specialist 2; classified Grade W-5
- Library Assistant (PT) for Technical Services
- Van Driver for the Council on Aging
- Care of Graves for Veterans and Coordinator of Ceremonies on Schedule C; annual stipend position

Staff reported to the Board on a variety of issues including employee training opportunities, budget proposals, negotiations with collective bargaining units to introduce alternative health insurance plans to employees, and the development of a Veterans' District with Wellesley and Weston. These three towns now share one full-time Director of Veterans' Services who has scheduled office hours twice a week in Needham and is accessible by telephone and e-mail at all other times. Ongoing review of revised personnel policies continues.

In the performance of its duties, the Board has a Recording Secretary, Ms. Betsy Spiro, who takes minutes of meetings. The Board would like to thank Ms. Spiro for all of her hard work and dedication.

PLANNING & COMMUNITY DEVELOPMENT

PLANNING

PLANNING BOARD

*Ronald W. Ruth, Chairman
Jeanne S. McKnight, Vice-Chairman
Bruce T. Eisenhut
Martin Jacobs
Sam Bass Warner*

DEPARTMENT STAFF

*Lee Newman, Director of Planning & Community Development
Alexandra Clee, Assistant Planner
Devra Bailin, Director of Economic Development*

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

- **Review and Approval/Disapproval of:**
 - Approval-Not-Required (ANR) Plans
 - Preliminary Subdivision Plans
 - Definitive Subdivision Plans, including ongoing administration
 - Site Plans of certain larger developments (major projects)*
 - Residential Compounds (RC's)*
 - Scenic Road Applications

* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.
- **Review and Advisory Reports on:**
 - Site Plans of certain smaller developments (minor projects)
 - Applications to the Board of Appeals for variances and special permits
 - Petitions for acceptance/discontinuance of public ways
- **Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting**
- **Preparation and Maintenance of a Master Plan** and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)
- **Revisions to “Subdivision Regulations and Procedural Rules of the Planning Board” and printing of the same**

- **Reprinting of Town Zoning By-Laws and Zoning Map**
- **Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)**

It is important to note that if these services were not performed, the Town of Needham would be without the administration of land use planning and zoning regulations, and may be subject to lawsuits from private developers and citizens alike.

FY 2010 ACCOMPLISHMENTS AND ACTIVITIES

Fiscal year 2010 saw the creation of a Planning and Community Development Department. Previously, the four community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under this reorganization the Planning and Economic Development functions were retained under a singular budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new “Community Development” budget. A Director of Planning and Community Development was appointed with oversight of both the Planning budget and Community Development budget. Finally, a new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery.

Fiscal year 2010 showed an increase in permitting activity over the previous fiscal year as evidenced by an increase in the number of Site Plan Special Permit applications processed by the Planning Board. In its capacity as a special permit granting authority, the Planning Board processed 13 new applications as “Major Projects” under the Site Plan Review By-Law and issued 6 amendments on previously approved “Major Projects”. In addition, the Board processed 2 subdivision plans and a total of 10 plans were endorsed “Approval-Not-Required (ANR)” under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 38 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals.

During the previous fiscal year the department began tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the Certificate of Action; between the Board’s action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within five weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within five business days of issuing a permit. We are happy to report that we met our articulated goal. During the monitoring period, the Board processed 19 new

special permit applications and two subdivision applications. On average, the Board held public hearings within 30 days of application receipt, issued its decisions within six days of the close of the public hearing, and filed written decisions with the Town Clerk within five days of issuing a permit. The total time required to process an application averaged 44 days, with a minimum of 29 days and a maximum of 103 days. The Department plans to continue to track these events and will submit a similar synopsis with its fiscal year 2011 report.

During fiscal year 2010 an Elder Services Zoning District was created at the Wingate at Needham Nursing Home, located at the corner of Highland Avenue and Gould Street and on two vacant parcels adjacent to the Wingate at Needham facility. The concept of the district is to allow individuals to “age in place” on a campus environment that includes separate housing for those who live independently, assisted living facilities that offer more support and nursing homes for those needing skilled nursing care.

As in most other communities in Massachusetts and across the nation, Needham’s citizens are aging and their life expectancy is increasing. One of the results of that phenomenon is an increased need (as well as an increased awareness of that need) for a community to provide different types of care for its senior citizens. Since all of us age differently, there are a number of alternatives that ought to be made available. Some individuals remain healthy but have decided they no longer wish or are able to care for a single-family residence on their own. Others may have a variety of health problems that require differing levels of care. The notion of the Elder Services Zoning District is intended to address this growing need. By providing this comprehensive approach the physical and emotional disruption surrounding moves necessitated by changes in an individual’s condition is minimized.

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in fiscal year 2009. The planning effort engaged the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. To assure that Needham Center continues to serve its important social and economic function, the comprehensive planning process achieved two primary objectives: 1) developed a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educated and involved the community during plan development to assure a planning effort supported by a broad range of community representatives. Zoning, land use, and dimensional regulations such as height, setbacks and FAR were addressed, as well as parking, finance, marketing and other aspects of creating an attractive context for investment in a mixed-use center. Warrants for zoning changes based on the plan were presented and adopted at the Annual Town Meeting in May of 2009. Implementation of the Plan and its recommended next steps agenda remains one of the primary goals and functions of the Department.

In fiscal year 2010 the position of economic development coordinator was reclassified to a management level position - Economic Development Director. The mission of the Economic Development Office is to provide the Town with those tools, programs, and services that will enable it to better attract, retain, and grow a diverse commercial tax base, resulting in increased tax revenues for the Town and locally desired goods and services for the community. Among her

responsibilities, the Director provides staff support for the Council of Economic Advisors (CEA), whose job it is to evaluate and recommend to the Board of Selectmen the use of innovative tools and programs and, where applicable, the provision of new services that will promote economic development in Town.

During fiscal year 2010, the Economic Development Office, acting through the Council of Economic Advisors and with the approval of the Board of Selectmen adopted the goal of exploring options for encouraging development in the New England Business Center (NEBC). The 215-acre park is the economic powerhouse of the Town of Needham. In 2009, the NEBC provided 57 percent of all tax revenue that came from commercially and industrially classified properties in Needham.

Since March 2009, the Council of Economic Advisors (CEA) has focused its energies on assessing the development prospects of the New England Business Center (NEBC), with the goal of making recommendations to the Board of Selectmen on what the Town can do to reposition the area so that it optimally fulfills its role. The CEA's exploration has included looking at all factors, including the regulatory envelope that might affect the park's redevelopment. In that investigation, the CEA has identified at least three items about the regulatory envelope that are most likely affecting the limited development performance that the Town has seen in the last decade: (1) some of the definitions of uses permitted in the park are too narrowly drawn, unwittingly limiting uses that the Town would like to welcome; (2) the mix of allowable uses itself is unduly restrictive and does not now respond to market demands; and (3) some of the dimensional controls are restricting development, either by preventing it altogether on smaller lots, or not providing sufficient financial incentive to encourage the very development outcomes the Town would like to see. A follow-up study of the New England Business Center intended to address how these current regulatory rules may be constraining the ability of the New England Business Center to redevelop in accordance with the vision anticipated by the 2001 plan was funded at the Annual Town Meeting in May 2010. An RFP has been issued with recommendations expected in mid 2011.

The Town continued its membership in the Metro West Housing Consortium, which includes Bedford, Belmont, Brookline, Framingham, Lexington, Lincoln, Natick, Sudbury, Newton, Waltham and Watertown. HUD allocated approximately \$1 million to the consortium for the development of low and moderate-income housing. Participation in the consortium is providing Needham with approximately \$67,000 annually for affordable housing purposes. As anticipated FY 2004 - FY 2008 consortium funds were utilized at High Rock Homes, where the Housing Authority, with technical support from the Planning Department, oversaw the replacement of approximately 20 of the 80 existing single-family homes with newly built two-family townhouses on the same lot. Construction of this project, which began in fiscal year 2008, was completed in fiscal year 2009. Currently, the Town is bankrolling its allocation of funds under the program pending allocation to a suitable follow-up project.

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the updating of the Land Use and Zoning Plan for the New England Business Center. The State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a

priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additional unlocking the economic potential of the New England Business Center remains an overarching goal of the Board and Department.

CONSERVATION DEPARTMENT

CONSERVATION COMMISSION

Lisa Standley, Chair

Carl Shapiro, Vice-Chair

Paul Alpert

Janet Bernardo

Marsha Salett

Sharon Soltzberg

Dawn Stolfi Stalenhoeft

DEPARTMENT STAFF

Patricia Barry, Conservation Officer

Debora Anderson,

Conservation Specialist

Elisa Litchman,

Administrative Assistant

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within or within one hundred feet of wetlands, streams, ponds, or within 200 feet of perennial rivers and streams. In addition to their

statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation.
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases.
- Educating the public about the importance of protecting wetlands and other open space.
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by a full-time Conservation Officer; a part-time Conservation Specialist and a part-time Administrative Assistant.

FY 2010 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady influx of applications ranging in complexity from the construction of single-family homes and additions to more complex construction projects such as the reconstruction of Central Avenue, residential subdivisions, and natural gas pipeline projects. During FY 2010, the Conservation Commission met formally twenty five (25) times and held a total of one hundred eight (108) public hearings (refer to Table 1). In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to either modify, extend or close out a permit. The Commission handled forty-two (42) of these requests during this fiscal year. Finally, for that small percentage of projects that occur within the Commission's jurisdiction

obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2010, six (6) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

Table 1: FY2010 Conservation Commission Application Filings & Requests

Type of Application Filing/Request	Number
Notice of Intent	30
Request to Amend Order of Conditions	3
Request for Determination of Applicability	18
Abbreviated Notice of Resource Area Delineation	1
Extension Permit	3
Emergency Certification	2
Certificate of Compliance	20
Minor Modification Request	1
Enforcement Order	6
Trail Maintenance Notification Form	4
DPW Generic Permit Activity Notification Form	2
Exemption Letter	10
Conservation Restriction	1

In their role as land managers, the Conservation Commission continued its ongoing work to implement the Comprehensive Master Trails Plan and finalize the Open Space Plan. A member of the Commission also served on the Carol-Brewster Advisory Committee. The Commission has partnered with Eagle Scouts and Girl Scout Gold Award applicants to complete the construction of signs and kiosks at trailheads at Ridge Hill Reservation and on several trail maintenance projects. Additionally, under M.G.L Chapter 184 Sections 31-33 the Commission received a gift of a permanent conservation restriction on a 4.68 acre parcel of land along Charles River Street. This conservation restriction will protect significant scenic, aesthetic and ecological values.

The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. and all Needham citizens are invited to attend.

PUBLIC SAFETY

BUILDING INSPECTOR

*Daniel P. Walsh
Stephen A. O'Neil
Eric G. Libby
William A. Kinsman
Scott W. Chisholm
Christina D. Hooper
Marianne S. Anastasi
John J. Horgan*

PURPOSE

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with applicable Zoning By-Laws, Massachusetts State Building Code, Massachusetts State Fuel, Gas and Plumbing Code, Massachusetts State Electrical Code, Town of Needham Sign By-Law and the enforcement of Massachusetts's requirement for Sealer of Weights & Measures. It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use and occupancy of buildings throughout town.

The Massachusetts State Building Code also requires this department to inspect public buildings in town. There are 13 places of worship, 16 day care sites, several state group homes, several nursing home facilities, Beth Israel Deaconess Hospital, Charles River Association for Retarded Citizens, 8 public schools, 4 private schools, one college including dormitory buildings, 982 apartment units and 247 hotel units, approximately 45 other places of assembly and restaurants that require inspections throughout the year to insure that these structures comply with the building code for public safety, ingress and egress.

Responding to inquiries about what regulations allow property owners to do at their property is a major responsibility of the Inspector of Buildings. The Building Inspector must determine that all permits for additions and uses of properties, both residential and non-residential, conform to the Town of Needham Zoning By-Laws and the Massachusetts State Building Code.

The Building Inspector also advises those residents who are not in conformance with the Zoning By-Laws of that fact and sees that the necessary corrections are made.

Number of employees	Budgetary Data	
Permanent part-time 1	Salaries	\$435,243.00
Part-time 6	Expenses	\$15,682.00
	Total	\$450,925.00

This Department issued 3,281 permits and collected \$926,841 in fiscal year 2010 in permit fees.

NUMBER OF PERMITS ISSUED/FEES COLLECTED

	2007	2008	2009	2010
Building	1286 / \$413,044	1,185 / \$1,517,270	1,208 / \$728,213	1206/\$719,332
Plumbing	945 / \$22,900	860 / \$73,965	757 / \$66,230	660/\$48,278
Gas	518 / \$8,491	475 / \$20,361	487 / \$21,466	396/\$17,514

Wiring	1,274 / \$59,199	1,241 / \$226,219	1,060 / \$115,116	957/\$102,246
Signs	32 / \$1,820	65 / \$5,250	24 / \$2,025	56/\$4,475
Swimming Pools	9 / \$325	10 / \$1,450	7 / \$1,050	6/\$800
Weights & Measures	\$5,547.15	\$4,766.75	\$5,360	\$4,713.50
Miscellaneous Fees	\$6,473	\$30,688	\$37,260	\$29,482
Totals	4,064 / \$1,198,755.15	3,836 / \$1,879,969.75	3,543 / \$976,720	3,281 / \$926,840.50

NUMBER OF BUILDING PERMITS ISSUED FOR DIFFERENT CONSTRUCTION PROJECTS

	2007	2008	2009	2010
New Single Family Dwellings	71	63	66	66
New Two Family Dwellings	7	29	4	4
New Non-residential Buildings	7	4	2	5
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	528	732	858	712
Add/Alter Existing Non-residential	163	120	122	83
Demolish or Relocate	86	96	96	160
Swimming Pools	12	10	6	11
Signs	45	65	22	57
All other Building Permits	375	141	63	321
Total	1,294	1,260	1,239	1,419

FIRE DEPARTMENT

Paul F. Buckley, Fire Chief

PURPOSE

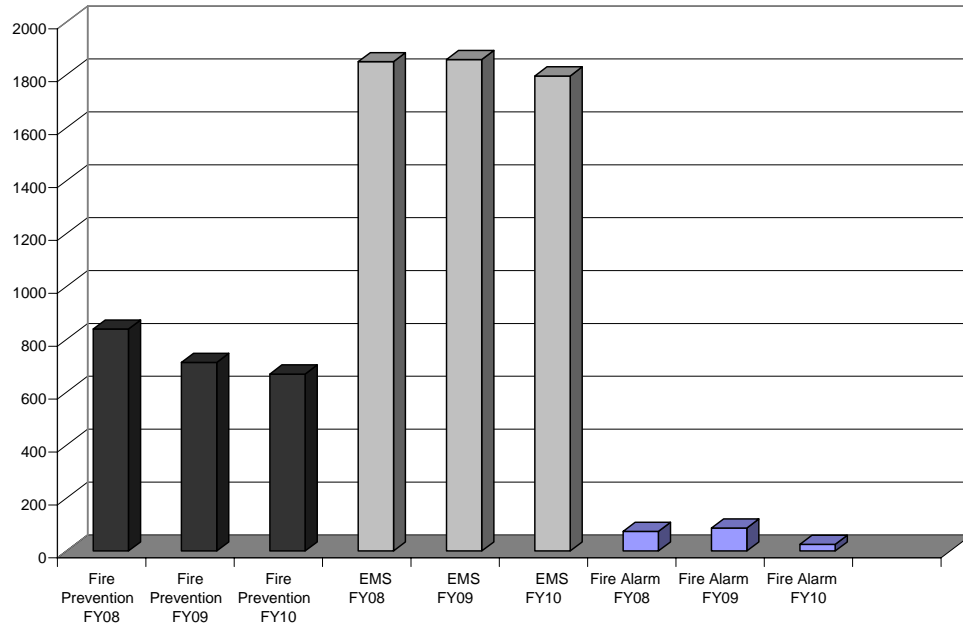
To provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents through fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education, in the most cost-effective manner possible.

FY 2010 HIGHLIGHTS

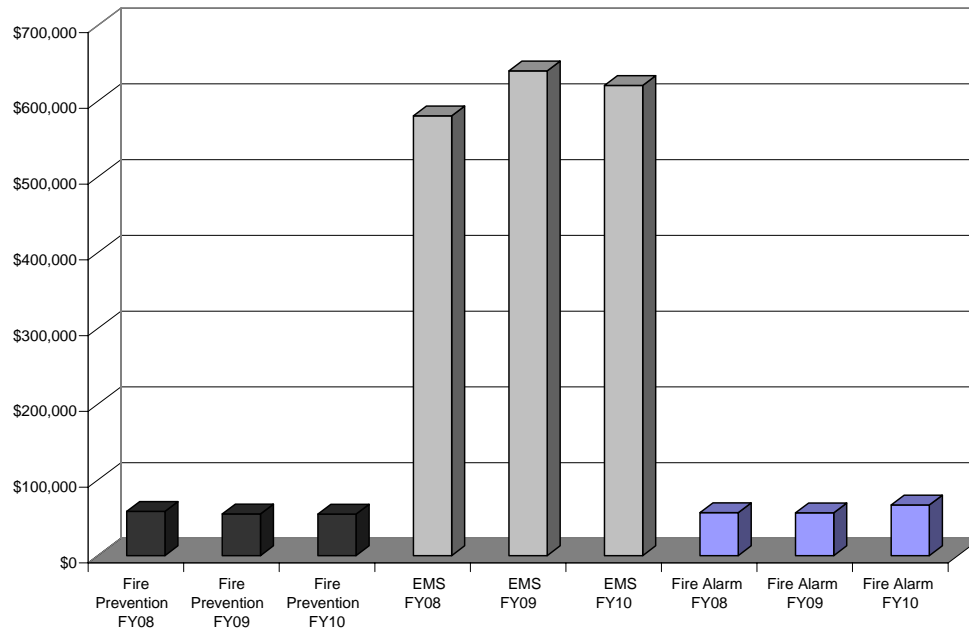
- On October 3, 2009, Jason Pierce was appointed EMS/ALS Coordinator. The position was previously held by Fire Lt. Patrick Longley who stepped down after nearly four years of service. Firefighter/EMT-P Pierce will be primarily responsible for updating our computerized record-keeping system (AMBUPRO) and ordering all medical supplies and equipment.

- On December 31st, the department hosted a farewell luncheon for Fire Inspector Robert Papetti. He retired after nearly 42 years of service.
- On January 4th, Firefighter Matthew Kane was promoted to the position of Fire Inspector. He is eager to work in this position and we are sure he will do an excellent job!
- On January 7th, Firefighter/EMT Shawn Donovan was appointed the new EMS/BLS Coordinator. The position was previously held by retired Fire Inspector Robert Papetti. The two primary responsibilities of this position are to schedule all EMS (Emergency Medical Services) continuing education programs, and to facilitate recertification of all EMT's and Paramedics.
- Chief Buckley was selected to be a member of the National Emergency Response Team for the International Association of Fire Chiefs and the Federal Emergency Management Agency. The team is comprised of 20 fire chiefs from across the country. The chiefs participated in a week of training and are now "on-call" to respond to any major incident or disaster anywhere in the country.
- Firefighter/EMT Donald Sullivan was directly involved in rescuing and reviving a drowning victim while vacationing in York Beach, Maine in June.
- In February, the department received a \$2,000 Bio-Terrorism grant from the Department of Public Health to maintain and provide continuing education on the Mass Decontamination Unit.
- The department was awarded a \$4,900 Student Awareness of Fire Education (SAFE) grant. The department has been fortunate to have been awarded a grant each year since its inception in 1996. The funds are used to provide fire safety education to pre-schoolers, grade school age children and the elderly.
- We were extremely fortunate to receive numerous donations throughout the year to the SAFE program by individuals, as well as a \$2,500 donation from the Needham Exchange Club.
- During the spring, the department responded to hundreds of calls for assistance due to the record rainfall and resulting flooding. Since Norfolk County was one of the counties declared a disaster area by the President of the United States, Needham qualified for reimbursement of monies expended through FEMA.
- The department offered several specialized training programs throughout the year including the annual EMT-B/P Refresher Course, Emergency Vehicle Driver training, Driver Simulated Training, Pump Training, and Electrical Emergencies. In addition, in-house training included monthly EMT meetings/rounds, quarterly Defibrillation training, Jaws-of-Life training, fire pump operation, training on the ice rescue sled, Mass Decontamination Unit training including exercises with Beth Israel Deaconess Hospital personnel and various building tours.

Number of Permits & EMS Runs/Fiscal Year



Fiscal Year Revenue



POLICE DEPARTMENT



Pictured Left to Right: Standing: Lt. Chris Baker, Lt. John Kraemer, Lt. John Schlittler; Seated: Lt. Phil Droney, Chief Tom Leary

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility. The Police Department is established under the authority of Massachusetts General Law, Chapter 41, section 97A.

Police Department Employees

During the year the full time staff included a total of fifty-eight employees. They included:

49 Sworn Police Officers	1 Parking Enforcement Attendant
3 public Safety Dispatchers	3 Civilian Clerical Staff
1 Animal Control Officer	1 Mechanic/Custodian

In addition, the Department maintained twenty-two traffic crossing supervisors to staff school traffic crossings.

Personnel Changes FY 2010

During the year two police officers, Renzo Monzon and Michael Tetrault, were hired. One public safety dispatcher, Matthew Doukas, was hired. Two police officers retired: Sgt. Jerome Mullins with over thirty-nine years of service and Sgt. Paul Sammarco with over thirty-five years of Town service. Officers Andrew Cray and Karl Johnson were promoted to the rank of Sergeant.

Department Assignments FY 2010

429 child safety seats were installed by Officer James Treggiari during the year. Officer Karl Harmon served as Community Service Officer and Officer R. Vincent Springer served as School Resource Officer.

Four Lieutenants completed a Leadership and Management course offered through Suffolk University Center for Public Management and the Metropolitan Law Enforcement Council. All officers attended in-service training provided through the Massachusetts Police Training Council (MPTC). In addition, many officers attended specialized courses.

The Department continued to participate in regional activities with other area police departments in an effort to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

Technology & Projects FY 2010

During the fiscal year the department improved communications infrastructure with the purchase and installation of new radio equipment. Back-up capability was increased with an additional broadcast position. The upgrade also enables the dispatcher to monitor activity in surrounding cities and towns.

The Department also installed a call recorder in the primary dispatch area to allow retrieval and playback of land line calls and radio transmissions.

Building security was enhanced with the installation of a security system to monitor and control access to the building.

For the third year in a row, the Police Department participated in the International City Manager's Association (ICMA) Center for Performance Measurement (CPM) data collection study. This project allowed the Department to evaluate fiscal year activities against those of prior years, and also to compare our agency with other police departments across a wide range of criteria that is common to law enforcement agencies.

FY 2010 ACTIVITY COMPARED WITH RECENT YEARS

Category	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
Calls for Service	28662	26826	27402	24414	27322
Incident Reports	1717	1925	1619	1626	1682
Larceny	188	208	213	199	238
Vandalism	86	109	81	61	86
Breaking and Entering	66	40	45	33	52
Assaults	27	44	25	44	33
Drug Violations	19	22	18	11	17
Operating under the Influence	27	23	22	32	24
Adult Arrests and Complaints	245	365	323	300	328
Juvenile Arrests and Complaints	43	50	37	24	29
Traffic Violations	2159	3106	4157	3688	4142
Alarms	1816	1850	1742	1609	1533
Accidents Reported	397	434	436	402	419

- The number of calls for police service has increased over FY 2009 levels.
- The number of reported breaking and entering cases has increased over the previous three fiscal years.
- Larceny and vandalism reports have also increased over past fiscal years.
- Reported assaults decreased this year, from 44 to 33.
- Both adult and juvenile arrests/complaints increased over the previous year.
- Traffic violations increased from 3,688 to 4,142.

EDUCATION

FUTURE SCHOOL NEEDS COMMITTEE

James Lamenzo, Chair
Ann DerMarderosian
Mary Riddell
Roger Toran
Marianne Cooley
Marjorie Margolis
David Coelho
Heidi Black

PURPOSE

The Future School Needs Committee is a town committee that annually estimates the projected student enrollment. The Committee serves in an advisory capacity to Town Meeting.

FY 2010 HIGHLIGHTS

- Completed the annual enrollment projection and report analysis using town census data, including projections under alternative assumptions.
- Analyzed town census data and private school enrollment trends to project kindergarten enrollment.

FUTURE SCHOOL NEEDS COMMITTEE													
ENROLLMENT PROJECTIONS													
YEAR	2003/2004			04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
BIRTHS*	372			315	306	288	334	295	318	318	318	318	318
SCHOOL YEAR	2009/2010			10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20
GRADE	PROJECTED	ACTUAL	PROJ - ACTUAL										
K	404	423	(19)	386	414	399	407	360	388	388	388	388	388
1	411	418	(7)	438	399	428	413	421	373	402	402	402	402
2	418	428	(10)	420	440	401	430	415	423	375	404	404	404
3	476	479	(3)	433	425	446	406	435	420	428	380	409	409
4	419	426	(7)	480	434	426	447	407	436	421	429	381	410
5	434	443	(9)	428	482	436	428	449	409	438	423	431	382
6	421	422	(1)	443	428	482	436	428	449	409	438	423	431
7	394	406	(12)	413	433	418	471	426	418	439	400	428	414
8	350	355	(5)	405	412	432	417	470	425	417	438	399	427
9	352	365	(13)	362	413	420	440	425	479	433	425	446	407
10	373	373	0	360	357	408	415	434	420	473	428	420	440
11	324	330	(6)	367	354	351	402	408	427	413	465	421	413
12	367	370	(3)	323	359	346	343	393	399	417	404	455	412
TOTAL	5,143	5,238	(95)	5,258	5,350	5,393	5,455	5,471	5,466	5,453	5,424	5,407	5,339
K-5	2,562	2,617	(55)	2,585	2,594	2,536	2,531	2,487	2,449	2,452	2,426	2,415	2,395
6-8	1,165	1,183	(18)	1,261	1,273	1,332	1,324	1,324	1,292	1,265	1,276	1,250	1,272
9-12	1,416	1,438	(22)	1,412	1,483	1,525	1,600	1,660	1,725	1,736	1,722	1,742	1,672
	5,143	5,238	(95)	5,258	5,350	5,393	5,455	5,471	5,466	5,453	5,424	5,407	5,339
* REFLECTS JULY 1 TO JUNE 30 BIRTHS													

MINUTEMAN REGIONAL HIGH SCHOOL



Dr. Edward A. Bouquillon, Superintendent-Director

ABOUT MINUTEMAN

Minuteman is a four-year career and technical high school serving the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs. The school also provides career development programs for adults through the Community Education program.

ENROLLMENT

As of October 1, 2010, twenty-four (24) high school students and two (2) post graduate students were enrolled at Minuteman providing a full time equivalent (FTE) of twenty-six (26) residents of Needham.

This fall, Minuteman experienced a 60% increase in the Freshman Class. New recruitment and communications strategies were executed and have included students, parents, alumni and advisory committee members speaking to parents, interested students and community groups about the value add of a Minuteman education. As the 2011-2012 Recruitment Activities have evolved we have seen an additional increase in interested 8th graders. All indications are that student interest in Minuteman is increasing from our member communities.

MULTIPLE AVENUES OF ENROLLMENT

Minuteman offers a unique program allowing student enrollment on a half day-every day basis. Currently, no Needham students take advantage of this design. Juniors and Seniors are encouraged to visit minuteman.org for more information.

Minuteman offers 'Post Graduate' programs to Needham residents of any age who are seeking to enhance their own economic opportunity via skill development. Beginning in FY12 Member community Post-Graduate Students will be charged a partial tuition that will escalate over several fiscal years to reflect the estimated operating costs.

CLASS OF 2010 GRADUATE ACHIEVEMENT HIGHLIGHTS

- 100% successfully passed the state-required MCAS in English and Math.
- 25% of the class of 2010 earned the John and Abigail Adams Scholarships.
- 72% college bound or advanced Technical Training, 19% career bound and 5% military. Overall, graduates achieved a 96% positive placement rate.
- 100% of Dental graduates passed the National Dental Board examination.

- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates passed State Board examinations.
- Health Occupation graduates achieved 100% in college acceptance.

DISTRICT LEADERSHIP

- In December of 2010, Middlesex County District Attorney, Gerard Leone, recognized Superintendent, Edward Bouquillon with the Martin Meehan Education Leadership Award in achieving exemplary status in regards to school safety, protection and education of its students.
- In January of 2011, the Lexington Chamber of Commerce recognized Minuteman in its efforts to promote Workforce and Adult Education programs with the 2011 Community Initiative Award.
- The New England Association of School and Colleges (NEASC) approved the Decennial Re-accreditation of Minuteman in November of 2009 with a concern regarding the facility.

FINANCIAL AND ASSET MANAGEMENT

- The Massachusetts School Building Authority (MSBA) invited Minuteman to the Feasibility phase of a renovation project. As of August 15, 2010, 16 of 16 member towns approved the Feasibility Study request of \$724,000. The first phase of the project includes the completion of an Enrollment Study, Strategic Plan, and a review of the Regional District Agreement. In late spring the district will continue the Feasibility Study to provide member communities with further details regarding the potential project scope.
- The financial management software system, BudgetSense, was fully implemented in the Business Office. A new Director of Business and Operations replaced two administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve effectiveness and transparency in these areas.
- Cosmetic upgrades continued in the school, relocating the Early Education Child Care Center, refurbishing of hallway areas, three classrooms, and removal of dilapidated bleachers and out buildings on the property.

CURRICULUM AND INSTRUCTION

- Since 2008 all 9th grade students have studied English and Math every day, rather than the long-established “week-on-week-off” schedule, thus providing more consistent and concentrated instruction in preparation for MCAS as well as project-based learning and academic and technical integration.
- The Strategic Planning process has identified several new programs that Minuteman will be offering including: Criminal Justice/Bio-Security, Animal Science and Technical and Performing Theater Arts Cluster. Two programs were phased out in 2010 including Office Technology and Auto Body Repair. In 2010, Hospitality Management gained Chapter 74 State Approval. A Barbering Program is in its second year of operation under the umbrella of the currently approved Cosmetology program.

ASSESSMENT AND PROGRAM EVALUATION

- Minuteman offers a Non-traditional Exploratory Program through which all students learn about the viability of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for women and in Medical Careers, Cosmetology / Barbering for young men.

PROFESSIONAL DEVELOPMENT

- The Minuteman staff has prioritized professional development s for the 2009 – 2012 school year; including summative and formative assessment methodologies. In addition, Minuteman is in its third year of creating a Professional Learning Community. School-wide goals being implemented include; teacher-to-teacher peer observations, 9th Grade Executive Function support, Reading Consultancies, and Academic-Career and Technical curriculum integration.

STUDENT ACCESS, PARTICIPATION AND SUPPORT

- Minuteman reorganized the assignment of guidance counselors to provide incoming 9th grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they adjust to High School.
- A freshman Executive Function initiative was launched this year. Students received a master binder to enhance their planning and organization skills. Direct instruction includes the development of study skills and strategies with particular emphasis on: pre-reading, time management, unit organization, note-taking, and test preparation
- This is the second year of supporting a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- Enrollment has increased in Art (50%) and Music (200%).
- Enrollment in Honors courses has increased 24%.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Minuteman students have access to more than 20 clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.

NEEDHAM PUBLIC SCHOOLS

SCHOOL COMMITTEE

Connie Barr, Chair

Marianne Cooley, Vice Chair

Joseph Barnes

Heidi Black

Bill Paulson

Michael Greis

John O'Leary

CENTRAL ADMINISTRATION

Daniel E. Gutekanst, Superintendent of Schools

*Christine Brumbach, Director of Student Development
and Program Evaluation*

Thomas F. Campbell, Director of Human Resources

*Theresa W. Duggan, Director of Program
Development and Implementation*

Anne Gulati, Director of Financial Services

PRINCIPALS

Emily Gaberman, Broadmeadow School

Suzanne Power Wilcox, John Eliot School

Michael Kascak, Hillside School

Michael Schwinden, William Mitchell School

*Rita Bissonnette-Clark, Interim Principal,
Newman School*

Glenn Brand, Pollard Middle School

Paul Richards, Needham High School

THE SCHOOLS

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer services.



In September 2009, the new High Rock School opened to receive over 400 sixth grade students. The High Rock School was built as an elementary school in 1952 and enlarged in 1954. It was closed in June 1993 when the student population outgrew the building. Students were sent to the Newman School. The High Rock building was then leased to the Rashi School for five years and reopened in 1999 to accommodate the Needham Public

School's Early Learning Center Integrated Preschool Program. The High Rock also housed the Broadmeadow and Eliot School students who were displaced when the schools were undergoing building and renovation. The building also provided space to the Needham Public Library and the KASE (Kindergarten after School Enrichment) program prior to the renovation and addition project.

The High Rock School is now a beautiful new building where students can learn and grow in a state of the art facility for years to come.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC), a collaboration of 14 school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as Special Education that would be impossible for any one community to provide by itself.

During the 2009-2010 school year Needham enrolled 5369 students in its five elementary (k-5), one middle (6-8), and one high school (9-12), including the Preschool program and out of district placements. The enrollment breaks down as follows:

Preschool	79
Elementary	2617
Middle School	1183
High School	1438
Out of District Special Education Placements	52

NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

During 2006-07, district leaders revisited our vision, core values, and mission which led to a revision of system-wide goals and objectives and their adoption by the School Committee in November 2007. The School Committee reviews the goals and the progress toward the goals yearly. The revised 2009-2010 district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us.

What is our mission?

A school and community partnership that creates excited learners, inspires excellence, and fosters integrity.

What is our vision?

We envision all students engaged and fulfilled in their learning, committed to their community, and willing to act with passion, integrity, and courage.

What do we value?

Scholarship Learning Every student engaged in dynamic and challenging academic experiences that stimulate thinking, inquiry, and creativity; identify and promote the development of skills, talents, and interests; and ensure continued learning and wellness. Staff improving their practice in an environment that supports a high level of collaboration and instruction that is focused on helping every student learn and achieve.

Community Working together A culture that encourages communication, understanding, and is actively anti-racist. Sharing ideas and valuing multiple perspectives ensures a caring community committed to the promotion of human dignity.

Citizenship Contributing An environment that nurtures respect, integrity, compassion, and service. Students and staff acknowledge and affirm responsibilities they have toward one another, their schools, and a diverse local and global community.

Personal Growth Acting courageously All students developing skills and confidence through personalized educational experiences that build on student strengths and

System-wide Goals

District Goal #1: Advance Standards Based Learning

To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging academic experiences that are grounded in clearly defined standards.

District Goal #2: Develop the social and emotional skills of all students

To ensure that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self-manage, and to make responsible decisions.

District Goal #3: Promote Active Citizenship

To ensure students have the knowledge and skills necessary to participate productively in the local and global communities and commit them to action as learners and citizens.

District Goal #4: Ensure infrastructure supports district values and learning goals

To build and carry out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs.

Every September, the Needham Public Schools publishes a Performance Report which is mailed to every Needham residence. The 2010 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is organized with student performance as its central focus, with additional information about staff, finances, planning, and community satisfaction. A section of the report is devoted to each of these topics.

This publication is available to view on the Needham Public Schools website under School Committee reports: www.needham.k12.ma.us

HUMAN SERVICES

COUNCIL ON AGING

COUNCIL ON AGING

Susanne Hughes, Chairperson

Carol deLemos, Vice-Chair

Scott Brightman

Roma Jean Brown

James Dolan

Dan Goldberg

Risa Greendlinger

Andrea Rae

Colleen Schaller

Derrek Shulman

Nina Silverstein

Mary Elizabeth Weadock

DEPARTMENT STAFF

Jamie Brenner Gutner, Executive Director

Sherry Jackson, Associate Director

LaTanya Steele, Social Worker

Paula Angell, Outreach Worker

Barbara Falla, Social Worker

Penny Gordon, Program Coordinator

Dorene Nemeth, S.H.I.N.E. Program Director

Denise Roskamp, S.H.I.N.E. Assistant Program Director

Won Whang, Building Monitor

Elwyn Cotter, Van Driver

Clif Holbrook, Van Driver

PURPOSE

In the 1950's, Dorothea Willgoose, MD realized that the older adult population of Needham had unmet health, housing and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. Various community partners such as the YMCA shared space with the department over the years until we officially opened our doors as the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979. This address has been home ever since. For the past 63 years our mission has consistently been to respond to the needs of older residents' by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth. Needham can boast that as a proactive community it was forward thinking enough to encourage the formation of one of the first recognized Councils on Aging in the State of Massachusetts and that the Needham Council on Aging's Senior Center was the first in Massachusetts, and the 20th in the nation, to achieve national accreditation ten years ago.

As a Town department the Needham Council on Aging is charged with serving Needham's 60+ population and their families, by addressing diverse aspects of aging service interests, concerns and needs. We provide advocacy for Needham's senior population on the local, regional, state, and national levels, to assure that needs and interests are being met, and that the quality of life for our residents is at an optimal level, in an environment that fosters independence.

The functions of the department are not confined by walls. We fulfill our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town. The COA offers a variety of programs and services five days a week at the nationally accredited Stephen Palmer Senior Center, located at 83 Pickering Street, where the professional Council on Aging staff has had oversight for services and programs for the over 30 years. The Center hours are Monday-Friday 9:00a.m.- 4:00 p.m. The Council on Aging office, also located at the Stephen Palmer Senior Center, is staffed Monday-Friday, 8:30a.m.-5:00 p.m. throughout the year.

Some of the services and programs provided to meet the goals of the Council on Aging Department include, but are not limited to: outreach and counseling services, advocacy, transportation, daily meals, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a drop-in center for socialization, independent activities and learning opportunities.



FY 2010 HIGHLIGHTS

Challenges FY 2010

- The National Reaccreditation Process of the Stephen Palmer Senior Center formally began during our kick off event in December. Nine different Committees, made up of staff and

community volunteers, were organized and charged to conclude their work by the end of the Spring with hopes of completing the overall process in the early Winter of 2010.

- The quest for a senior center site continued and as requested the Executive Director, assigned as staff member to the Senior Center Exploratory Committee, continued to attend meetings throughout the year. To aid the Town Manager and the Committee the department compiled pertinent information as requested.
- This year presented some difficult staffing issues to include needing to fill two important part time staff positions. During our interview process deadlines were not missed and programs and services continued, however the reduction in our staff ratio impacted the team members remaining.
- The quest continued for additional funding sources for our very busy transportation program.
- As the Aging Service Department for the Town, The Council on Aging worked to meet the needs of the 6925 residents 60years of age and older along with their families and residents of all ages (Town census 2010).
- Due to the major economic challenges over the past few years the department continued to see an increased number of folks dealing with issues which in the past seemed to have been minimally explored. These issues included but were not limited to resume writing, how to pursue work opportunities in a computerized society, how to apply for food stamps and many related issues surrounding foreclosure and homelessness.

Successes

- Our busy shopping program continued to be active and successful. The van was utilized three days a week, morning and afternoon, to address this need. Four of the excursions had volunteer shopping assistance available. Another component of this program was the community collaboration we share with The Charles River Center (ARC) where their volunteers provided home delivery grocery service to residents through our combined efforts.
- The “Senior to Senior Program” established through Needham High School Health and Wellness Department and the Needham High School Community Service Program, in collaboration with the Needham Council on Aging, continued to flourish, with 32 adults having participated this past year.
- The Needham Council on Aging offered the second Cultural Competency workshop as part of the “Reaching Out Across Cultures” program funded by the MetroWest Community Health Care Foundation and presented by Cathy Romeo of VNA Care Network. The series curriculum was adapted from an award-winning nationally recognized model, “Communicating Across Boundaries.”
- As part of the Green Needham Collaborative, The Home Energy Efficiency Improvement Project, we hosted two educational opportunities for residents to learn about energy saving opportunities that might help them reduce their energy use, save money and increase their comfort.
- The MetroWest SHINE Program introduced a second counseling site in Needham. The Needham Library graciously made space available to help address counseling demands and



the lack of additional space at the Stephen Palmer Center so that we could meet the needs of those requiring this important health care counseling service.

- We continued our work on the Needham Coalition for Suicide Prevention and offered a QPR training for Center participants as well as Board Members.
- In anticipation of the Town's 300th anniversary, and as part of a coalition of Town departments and organizations, the department participated in a Healthy Needham initiative to help build a healthy living infrastructure in municipal, business, philanthropic and residential areas of the Town. To this end the Healthy Needham Committee developed a calendar of events to promote wellness and to showcase healthy living services and programs.
- A successful intergenerational and interagency activity took place with collaboration between the Needham Policy Community Affairs Liaison, Needham school students, the Needham Council on Aging, and the Friends of the Needham Elderly. People came together to assemble packages to be shipped to our nation's military personnel. Fourteen large boxes were put together and sent overseas.
- The Needham Council on Aging hosted a public hearing of the Area Agency on Aging's (Springwell) proposed Area Plan on Aging for federal years 2010-2013. The plan is intended to complement and support strategic goals of the state and federal government while addressing specific local needs that have been established through study and assessment. According to Springwell their plan is intended to "empower older adults to make informed decisions that are driven by them, the consumer; to enable seniors to remain in their own homes with a high quality of life and level of independence for as long as possible; and to empower older people to stay active and healthy."
- Driving and transportation were well publicized State issues this year therefore the Needham Council on Aging offered several programs related to this topic to include a Driver Safety Course with AARP, a meeting with State officials regarding potential legislative issues related to driver testing, rail and bus service, and a lecture by Dr. Nina Silverstein a member of the Needham Council on Aging Board who is known for her research in this area.
- The second Needham Volunteer Opportunities Fair was held this spring to help recruit valuable volunteers and to promote community partnerships.
- The SHINE Counselors managed to increase their remarkable service to older adults in our region to 6382 (dup.) as compared to 4384 last year. This translated into a financial savings 3.5 million for the region and close to 200,000 in health care costs for residents in Needham.
- Programs and services continued to flourish throughout the year. Some of our interesting new programs were Play Reading, Line Dancing, Home Modification for Home Safety, Energy Conservation, and Assertiveness Training.



FUNDING FY 2010

Funding for the Council on Aging Department and the many services and programs that we offer comes from varied sources. This past year the Town of Needham funded part or all of some salaried positions and allocated a sum to purchase services and expenses. As an adjunct to Town

funding, the Council on Aging received funds through the State Formula Grant which supported some professional staff hours and expenses. Additionally, the Needham Council on Aging continued to administrate the SHINE Grant (Serving the Health Information Needs of the Elderly) for 22 cities and towns in the MetroWest region. The funding received was used to pay for the part time positions of the Shine Program Director, Assistant Director and Outreach Worker who provided supervision and over site for 46 volunteers. Donations to benefit the department were utilized to supplement the programs and services offered as state and municipal funds do not fully financially support all that the aging service department provides.

PROGRAM STATISTICS FY 2010

- 400 volunteers donated well over 25,000 hours which translates to over \$400,000 worth of services to the town of Needham.
- 46 SHINE Counselors served over 900 people from the Needham Sites and provided 6,490 volunteer hours of services within the 22 town MetroWest region and contributed to an estimated \$3,598,099 savings in health care costs for residents in these towns.
- Once again the Council on Aging Department served over 3500 different people and offered approximately 2,400 different sessions of programs and events with 40 programs being offered on a regular basis at the Stephen Palmer Senior Center and additional sites throughout Needham.
- Our Social Service department continued to touch the lives of more than 2000 individuals.
- Our van provided 7,664 rides to include 3,348 rides related to food shopping.
- Our phone logs indicate that over 10,500 calls came into the Center during 2010.

DEPARTMENT OF VETERANS' SERVICES

John J. Logan, Jr., Director of Veteran's Services

This was a bittersweet year as Mr. John J. Logan, Jr., Director of Veterans' Services for the Town of Needham retired after providing the Town with over 17 years of dedicated and devoted service. Mr. Logan was a key member of the Town's management team and as important was a true "team" member. The Town will miss the professionalism Mr. Logan provided each and everyday, his dedication to provide the veterans' and their families with service, care and respect they deserve and for the his personal touch as he would brightened up any room he walked into.



As a result of Mr. Logan's retirement the Towns of Needham, Wellesley and Weston formed the West Suburban Veterans' District. The District hired its first Director Mr. Stanley Spear who began working on June 14, 2010. The District is housed out of the Wellesley Town Hall, however the Director has office hours in Needham on —Tuesdays and Thursdays from 9:00 a.m. to 12:00 p.m., in Wellesley on Mondays and Wednesdays from 9:00 a.m. to 12:00 p.m. and in Weston on Fridays--9:00 a.m. to 12:00 p.m. and will be available by appointment. The first full six months the District was in place (July 1, 2010 and December 31, 2010) there were many

Veterans, spouses or other relatives seen in the Town Hall in Needham after usually calling with information so they could to pick up flags and markers for graves of a family member, obtain a copy of discharges to file for veteran benefits, burial benefits, and various other benefits,. During the first full six months the Director had fifty-seven (57) actual face to face interviews with Veterans and/or relatives.

The Town also appointed Mr. William Topham as the Care of Graves. Mr. Topham also serves as the Coordinator of Ceremonies working with the Director in the coordination and operations of the Memorial Day and Veterans' Day observations in Needham.

The West Suburban Veterans' District is comprised of a three member Board with one Board of Selectmen designee from each community.

PURPOSE

- To carry out functions assigned to the office by Chapter 115 of the General Laws of Massachusetts for the towns of Needham and Dover
- To keep a depository of discharges and records of veterans
- To oversee the disbursements of veteran's benefits to veterans and their families
- To fulfill the requirement of Chapter 115 that all veterans' graves will have an American flag placed on them for Memorial Day
- To see that all veteran's graves in Needham and St Mary's cemeteries are kept and cared for and free of debris
- To insure that veterans who die without funds are properly interred

FY 2010 HIGHLIGHTS

- Created the West Suburban Veterans' District
- Organized and participated in the Memorial Day Parade
- Organized and participated in the Veterans Day Ceremonies
- Put over 2,000 American flags on the graves of veterans in St Mary's and Needham Cemeteries

YOUTH SERVICES

YOUTH COMMISSION

Cathy Lunetta, Chairperson
Connie Barr, Vice-Chairperson
Vincent Springer
Sarah Cocuzzo

Ronnie Haas
Doug Levy
Ian Campbell
Debbie Winnick

DEPARTMENT STAFF

Jon Mattleman, Director, Needham Youth Commission
Carol Rosenstock, Office Manager
Katy Colthart, Clinical Social Worker
Alexandra Hogan, Clinical Social Worker
Elizabeth Barnes (Clinical Intern)



PURPOSE

The mission of Needham Youth Services (formerly known as the Needham Youth Commission) is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

Needham Youth Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the department's services are reaching more people and having a greater impact, it is clear that the need for such services far outweighs the department's resources; thus, many in Needham are not receiving support. Youth Services has worked diligently to construct meaningful services designed to meet the increasing and ever-changing needs of the Needham community.

FISCAL YEAR 2010 HIGHLIGHTS

Surviving Suicide: A Father's Journey This new program featured Needhamites Rich Gatto (who lost his son Greg in 2004) and Rich Roberts (who lost his son Jason in 2009) as they shared in a very public fashion what they have experienced and learned as a result of their losses. Over 175 people attended this powerful, compelling, and rewarding event. Learn more at www.needhamma.gov/youth/surviving.

Challenging Conversations...About Preventing Suicide This program was created as an offshoot of the program "Surviving Suicide: A Father's Journey" and was designed for a limited number of parents. "Conversations" afforded parents an opportunity to get their personal questions answered and provided a forum in which parents could share their personal concerns about others. Those who attended discussed topics such as suicide prevention, depression, and specific strategies to employ with their children, family, and friends to keep them safe. Learn more at www.needhamma.gov/youth/challenging.

QPR Suicide Prevention Trainings (Question, Persuade, Refer) The QPR Suicide Prevention model is patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and is based upon the several concepts including: those who most need help in a suicidal crisis are the least likely to ask for it; and that the person most likely to prevent a person dying by suicide is someone they already know. Trainings are two hours in length and are available to any community group in Needham. In the past year over 80 people were trained. Learn more at www.needhamma.gov/youth/qpr.

Safe Surf: Internet Safety for Middle School Youth and their Parents Initially funded by the Needham Education Foundation, this program provided students and parents with the knowledge to navigate the Internet with confidence. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2010, 400 youth participated in this program, and 300 booklets were distributed to parents (booklets were funded by the

Exchange Club of Needham). In addition over 75 parents attended an evening workshop on this topic. Learn more at www.needhamma.gov/youth/safesurf.

A Conversation...For Parents of Teens Sponsored by the Needham Women's Club, this program allowed a maximum of nine parents per session to focus on a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Fifty parents participated in this program, and it is slated to expand in the coming year. Learn more at www.needhamma.gov/youth/aconversation.

Website It is estimated that over the past year thousands of "hits" were registered on the Youth Services website. Residents learned about services, registered for programs, read the Needham Youth Services Annual Report, viewed pictures of the staff, and much more. Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Services website at www.needhamma.gov/youth.

Individual/Family Counseling The Masters level clinicians on staff are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. Perhaps the most frightening area of concern is that young people were encountering more complex issues at a younger age. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a serious drug problem. In the past year 530 hours of counseling were provided to Needham youth and their families. Learn more at www.needhamma.gov/youth/counseling.

Community Crisis Over the past six years, the Needham community has grappled with the sudden loss of several young people, and Youth Services responded by outreaching to youth, parents, and families in a variety of ways --- from individual meetings, to group sessions, to the distribution of informational materials. In addition the department was actively involved in the Needham Coalition for Suicide Prevention. A significant number of staff hours were devoted to creating materials and meeting with community leaders.

Counseling/Psycho-Education Groups Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the opportunity to interact with greater numbers of people over the past year. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and



violence/anger. Of special note was the “Extreme Looks” program, a four-day mind/body/spirit group for girls. In FY 2010, 378 hours of group counseling/psycho-education services were provided.

Substance Abuse Awareness Program Youth Services continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy lifestyles. All participants and their parents attended an Alcoholics Anonymous (AA) meeting to assist in transmitting the message that drugs and alcohol can impact any person without regard to age, gender, or status. Learn more at www.needhamma.gov/youth/saap.

Loss Program The Loss Program was designed in collaboration with the Needham Public Schools. The mission of this program was to assist youth in addressing the frequently upsetting, overwhelming, and confusing issue of "loss." This included, for example, the death of a parent or grandparent, suicide, the separation/divorce of parents, the loss of a cherished pet or possession, or the break-up with a boyfriend/girlfriend. Loss is a topic youth will be dealing with more and more as they get older, and it is critical to understand the impact loss can have upon a young person's academic, physical, social, and emotional well-being. The Loss Program engaged 350 youth in FY 2010. Learn more at www.needhamma.gov/youth/loss.

PEEPS (Positive Education for Experiencing Peer Stress) PEEPS was an interactive workshop for 6th grade students that explored the issues of friendship and bullying. The goals of the workshop were to identify qualities students would like in a friend, understand that friends and friendships change, and to share experiences and hear feedback regarding how students would like to treat others and be treated in their peer relationships. Over the past year 345 youth participated in this program. Learn more at www.needhamma.gov/youth/peeps.

Picture Perfect Picture Perfect was a workshop for 8th graders that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth can feel about themselves. The goals of the workshop were to help students learn to identify gender role stereotypes, to understand how stereotypes are portrayed in the media, and to investigate how media messages impact them on a daily basis. In FY 2010, 280 youth participated in this program. Learn more at www.needhamma.gov/youth/pictureperfect.



RAY of Hope Program RAY (Recognize A Youth) was established by Needham Youth Services in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, each month a young person was selected as the RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member

of the Needham Business Association. The RAY of Hope program validated youth and recognized their role in making the Needham community a special place to live. Learn more at www.needhamma.gov/youth/rayofhope.

Teen Dating Violence Program Youth Services provided seminars on Teen Dating Violence for all 9th graders at Needham High School. The seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Over the past year, 400 youth were involved in this program. Learn more at www.needhamma.gov/youth/tdv.

Patrick Forde Good Person Memorial Award In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families, as well as being supportive of the work of Needham Youth Services. In an effort to honor Patrick, this award is given annually to a Needham resident who has helped make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. Last years first recipient was Dr. Connie Barr, and this year's recipient was Mr. Bill Dermody. Over 100 people attended this year's award ceremony. Learn more at www.needhamma.gov/youth/fordeaward.



Needham Unplugged Electronics are a wonderful part of life --- people learn, communicate, and access information from electric powered devices and watch TV or surf the Internet as a way to relax and to relieve the stress of daily life. Unfortunately being so “plugged in” can isolate people. Instead of interacting with family and friends, people all too often become passive voyeurs. Needham Unplugged was an awareness campaign to remind families and residents to “unplug their electronics” and “plug into” each other. “Unplugged” was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's “unplugged” occurred on March 12th; it was the no-homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. Many area communities such as Newton, Belmont, and Holliston were impressed enough to replicate this program in their communities. Special thanks to partners at the Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.

Employment and Volunteer Programs The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, and snow removal; and 2) Youth investigated employment opportunities in local businesses such as offices and restaurants. Additionally, the Volunteer



Resource Listing was created to inform youth of area volunteer opportunities. In FY 2010 these programs fielded 303 inquiries. Learn more at www.needhamma.gov/youth/employment.

Peer Tutor Program The Youth Services' Peer Tutor Program represented a progressive youth-to-youth collaboration. This program matched high school students with middle and

elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services' role consisted of outreach to potential participants, training of high school volunteers, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between volunteers and participant families. Over the past year, Peer Tutor Program volunteers provided 1,590 hours of support to younger students. Learn more at www.needhamma.gov/youth/peertutor.



Make A Statement Day This program was implemented at Needham High School for students and staff. Aimed at promoting diversity, tolerance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or

statements about meaningful issues in order to raise awareness and have a voice. In the fifth year of operation, over 900 participated in this event this past year. Learn more at www.needhamma.gov/youth/masd.



Books and Bridges - The Parent/Child Book Club Using literature as a bridge between generations, this program consisted of an interactive two-session program for mothers and daughters, fathers and sons, parent and sons, and parent and daughters to explore issues of mutual interest and concern. Learn more at www.needhamma.gov/youth/booksandbridges.

Take Back the Night Take Back the Night was a community-wide event organized and led by Needham High School students to promote awareness about domestic and dating abuse. The focus of the evening was prevention through education and it was sponsored by the Needham Domestic Violence Action Committee (of which Youth Services is an active member). The event featured live music, a candle light vigil, guest speakers, and resources/information; over 150 participated in the 2010 event.

Parents Please Talk With Your Mouth Full "Parents" was a unique collaboration between Needham Youth Services and Sweet Basil Restaurant. During these one evening workshops

parents enjoyed a terrific meal and had the opportunity to share, learn, laugh, and talk about the joys and challenges of parenting (prior to the workshop parents are assigned articles to read about parenting). The workshops were offered to parents of middle and high school age youth.



Project VAN (Volunteers Around Needham) VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River ARC, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, and Wingate at Needham. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 400 person hours of free volunteer services over the past summer. Learn more online at www.needhamma.gov/youth/projectvan.

Graduate/Undergraduate Internship Program In FY 2010, Needham Youth Services welcomed a clinical intern from Boston College Graduate School of Counseling to provide individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. Over the course of the academic year, interns provided over 800 hours of free service to the Needham community.

Diversion/Restitution Program In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. The department's role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library. In FY 2010 Needham Youth Services supervised over 86 hours of community service to the Town of Needham. Learn more online at www.needhamma.gov/youth/diversion.

Seminars/Workshops /Presentations Needham Youth Services designed and facilitated numerous trainings in the past year including a training for new Needham Public School Staff, Babysitter Training Seminars, presentations at the schools and in the community and many others. In FY 2010 the Needham Youth Services worked with a total of 3,866 youth, parents, and professionals in seminars and/or workshops.

E-Mail Sign Up In an effort to inform youth and families of the services of Needham Youth Services, e-mail addresses from residents were accepted and information was sent regarding programs (to date our list-serve is many hundred and growing daily). To date over 1,800 residents have registered for this service. Residents can register for this free service at www.needhamma.gov/youth/email.

Partnerships Needham Youth Services received grants and/or donations from the following organizations: Needham Community Council, Tolman Trust Fund, Rotary Club of Needham, Domestic Violence Action Committee, Needham Women's Club, Exchange Club of Needham, Middlesex Savings Bank, and many more local businesses, and private citizens.

Needham Youth Services devoted considerable time working with the larger community and over the past year collaborated with groups such as:

- Needham Domestic Violence Action Committee (DVAC)
- YMCA --- Charles River Branch
- Needham Business Association
- Needham Clergy Association
- Needham Public Library
- Needham Council on Aging
- Needham Park and Recreation
- Riverside Community Care
- Regional Center for Healthy Communities
- Needham Community Council
- Needham Coalition for Suicide Prevention
- Needham Public Schools
- School Health Advisory Council
- Healthy Needham 2011
- Avery Crossing
- Wingate at Needham
- Marks Moving Service
- Charles River Center
- Needham Housing Authority

Publications Needham Youth Services created and/or distributed the following original publications in FY 2010 Learn more at www.needhamma.gov/youth/publications.

- Needham Youth Card
- KIDS Survival Guide
- Parent Guide to Teen Parties
- Ask the Youth Commission
- Information on Suicide
- Parenting Literature
- Making the Middle School Years Work
- Networks Book
- Safe Surf: Internet Safety for Middle School Youth and their Parents

FISCAL YEAR 2010 STATISTICS

Needham Youth Services programs have grown in scope --- over a decade ago there was virtually no support for parents, and today there exists a range of parenting programs such as "Safe Surf: Internet Safety Parent Program" and "A Conversation...For Parents of Teens." In

addition, Needham Youth Services is servicing more of the community with no increase in staff. Over the past five years, program usage by the community has skyrocketed; as an illustration of the growth of the department, below is a brief statistical comparison of two Youth Services programs over the past 3 years.

	Workshops/Training/Seminar Participants	Peer Tutor Program Hours
FY 2010	3866	1590
FY 2005	2633	1335
Percent Increase 2005 - 2010	46%	19%

Statistics are kept for all programs as well as at the conclusion of all programs, participants complete evaluations in an effort to assist the staff in understanding the impact and value of each program/service. Comprehensive statistical summaries for the past five years are available online at: www.needhamma.gov/youth/reports, and individual program evaluations may be obtained by contacting the Youth Services office.

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS



Richard P. Merson, Director of Public Works
Robert A. Lewis, Assistant Director of Public Works
Anthony L. Del Gaizo, Town Engineer
Rhainhardt F. Hoyland, Highway Superintendent
*Mario E. Araya, Solid Waste & Recycling/Transfer Station
Superintendent*
Vincent J. Roy, Water & Sewer Superintendent
Edward J. Olsen, Parks & Forestry Superintendent
Steven J. Hawes, Garage & Equipment Supervisor

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

- Shipped 8,405 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 33% out of the solid waste stream.
- Recycled 2,475 tons newspaper and mixed paper, including phone books and magazines; 992 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3, and 230 tons of cardboard.
- Removed 310 tons of metal from the waste stream.
- Removed 27 tons of paint, 6 tons of waste oil and anti-freeze from the waste stream.
- Goodwill & Red Cross received 170 tons of textiles.
- Composted 6,695 tons of yard waste.
- Processed 9,658 tons of DPW construction waste, e.g. from the replacement or repair of water, sewer & drain pipes, roads and sidewalks.
- Under the Department of Environmental Protection (DEP) waste ban mandate, removed from the waste stream 43 tons of Cathode Ray Tubes (CRT) in computer monitors & televisions, VCR's, rechargeable batteries (lithium & nicad), mercury thermostats & thermometers; 111 freon recovery units (i.e. refrigerators, air conditioners, & fluorescent light tubes/bulbs; 99 propane tanks, and performed 122 waste load inspections of vehicles on tipping floor.
- Disposal Area user stickers were purchased of which 8884 were residential & 90 were commercial.
- Established Recycling Program at Schools & Public Buildings and 67 tons of single stream items (paper & commingle) was diverted from the waste stream.
- Held one successful Annual Household Hazardous Waste Collection Day & the November leaf Sundays Program.
- Town Meeting approved the Purchase of a Trommel Screener at \$110,000. In its seventh year of operation, the Trommel Screener processed materials (brush, grass & leaves) into organic compost and generated \$4,600. in revenue and avoided cost to the Town.
- Started the Wood Diversion Program to comply with DEP mandate, which went into effect June 1, 2006. For the 12 month period of FY 10, 314 tons of wood waste was diverted from the waste stream, saving the Town approximately \$21,917 in disposal cost.
- Inspected 329 Street/Sidewalk Occupancy and Excavate permits.
- Continue the repair and preservation of the Town's 123 miles of roadways including 12.30 lane miles of asphalt paving; 4130 gallons of rubberized crackseal; adjustment of 470 utility structures; and adjusted and repaired 295 driveway aprons.
- Repaired 4.26 miles of grass berms; repaired 5,100 feet of granite curb & 3,525 feet of asphalt curb.
- Continue the preservation of the Town's 160 miles of sidewalks, including the reconstruction of 54 handicap ramps and repaired 2.7 miles of sidewalks.
- Proceed with the scheduled maintenance and repair of traffic signs, traffic markings and parking meters, and with the repair and update traffic signal equipment.
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of biodegradable anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Purchase 13 pieces of replacement equipment - 1 hybrid passenger vehicle, 3 pick-up trucks, 4 dump trucks, 1 vacuum type catch basin cleaner, 2 front end loaders, 1 mobile generator, and 1 portable water pump.

- Completed the Preliminary Design of the School St., Dedham Ave., Harris Ave, & Warren St. Intersection Improvement Project.
- Completed the Design of Storm Water Drain Improvements For Various Streets.
- Completed the Storm Water Drain Improvement Design for Lantern Ln & Gayland Rd.
- Continue Design of High Street & Greendale Avenue Intersection Improvement Project.
- Continue Design of Bradford Street Storm Water System Improvement Project.
- Continue Design of Reservoir B Pumping Station Replacement Project.
- Completed the Construction of Great Plain Avenue Pumping Station.
- Completed the Layout of Dugouts at ASA Small Field.
- Responded to 287 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 15th year.
- The 2010 Arbor Day activities included the planting of 5 Maple trees with the students at Broadmeadow School.

FORESTRY

Tree Removals and Stumping	Tree Pruning Hours	Roadside Brush Removal and Flail Mowing
FY08 = 50 trees	FY08 = 2,944 hrs	FY08 = 1,056 hrs
FY09 = 45 trees	FY09 = 2,008 hrs	FY09 = 2,216 hrs
FY10 = 50 trees	FY10 = 2,900 hrs	FY10 = 2,666 hrs

Tree Planting

FY08 = 100 Arbor Day seedling + 51 trees on streets and parks + nursery: 80 trees

FY09 = 800 Arbor Day seedling + 54 trees on streets and parks + nursery: 88 trees

FY10 = 200 Arbor Day seedling + 61 trees on streets and parks + nursery: 52 trees

PARK AND RECREATION, MEMORIAL PARK, SCHOOL GROUNDS

Athletic Field Acres Fertilized

FY08 = Cricket Program + 2 applications on other fields (one application organic on 24 acres)

FY09 = Cricket Program + 2 applications

FY10 = Cricket Program + 2 applications (one additional application on new grass fields)

Athletic Field Acres Aerated

FY08 = 29.75 acres – (once), 7.25 acres - 4 applications

FY09 = 21.25 acres – (once), 2.5 acres – 2 applications, 7.5 acres – 4 applications

FY10 = 12.00 acres – (once), 27 acres – 3 applications

Over-seeding	Diamond Work	Mowing Hours
FY08 = 12 fields (once)	FY08 = 1,998 hrs	FY08 = 5,076 hrs
FY09 = 2 fields (three) + 2 fields (twice) + 3 fields (once)	FY09 = 2,024 hrs	FY09 = 5,616 hrs
FY10 = 3 fields (once) + 3 fields (twice)	FY10 = 2,474 hrs	FY10 = 6,066 hrs

- Repaired 17 water pipe leaks, including 11 water main breaks and 6 water service leaks.
- Responded to 32 water emergency calls (after regular business hours).
- Replaced 1,053 out of 14,075 residential/municipal/condominium water meters, and replaced 14 out of 700 Commercial Water Meters.
- 89 water service lines were replaced of which DPW completed 5 service replacements & private contractors completed 84 service replacements, including 4 lead-lined water service pipes.
- 14 new fire hydrants were installed.
- Successfully replaced 6 iron water service lines on one street.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 13 catch basin replacements, inspect & clean drain system, replaced 1 drain manhole, and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Camera & flushed 134,698 feet of sewer main and 27,537 feet of drain lines
- Rodded 2,661 feet of sewer main and used jet truck with root cutter for drains.

PUBLIC FACILITIES

PUBLIC FACILITIES DEPARTMENT - CONSTRUCTION

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman

Mark Presson

Paul Salamone

Irwin Silverstein

Joseph Carroll

Stuart Chandler

John Keene

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction

Marvin Blaylock, Project Manager

Tiffany Shaw, Project Manager

Hank Haff, Project Manager

Kathryn Copley, Administrative Specialist

PURPOSE

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are

extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased or operated by the Town having a total project cost of \$500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured and is now under the Public Facilities Department umbrella -Construction Division as the Director of Design and Construction. Three project managers have been added to the staff.

FY 2010 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2010 fiscal year (July 2009 to June 2010). These projects were initiated during the period of 2003 thru 2010 fiscal years.

Project Name: **High School Renovation & Addition**
Project Status: Ongoing
Authorization: \$51,300,000
Override: \$10,700,000 (April 2005)
Total Budget: \$62,000,000
Budget Status: On Budget
Architect: Drummey, Rosanne & Anderson, Inc.
Contractor: TLT Construction Corp.
Project Mgr.: Gilbane Building Company

The project completion occurred in the spring of 2009. The Town has been working on a settlement agreement with the contractor TLT Construction Corporation and is close to finalization. Closeout of the project is awaiting a final occupancy permit.

Project Name: **High Rock School 6th Grade Center Renovation & Repair**
Project Status: Ongoing
Authorization: \$19,995,000
Budget Status: On Budget
Architect: DiNisco Design Partnership
Contractor: G&R Construction Inc.
Project Mgr.: Daedalus Projects Inc.

Design Funds for the project were approved at the November 1, 2006 Special Town Meeting. At the 2007 Annual Town Meeting, Article 41: Renovation & Repair of High Rock Elementary School and Pollard Middle School Electrical & Technology Upgrade was approved. The High Rock School portion is for design, engineering, constructing, remodeling, reconstructing and making extraordinary repairs to the school to create a 6th Grade Center.

Construction on the High Rock project started in February 2008. Substantial completion was reached in August 2009. The building received an occupancy permit in August 2009 and was ready to receive students on September 2, 2009 for the start of the 2009/2010 school year.

The PPBC rescinded \$2.425 million of the \$19,995,000 appropriated by the May 2007 Annual Town Meeting. This was done at the November 2010 Special Town Meeting.

The Invasive Species Removal and Management process on the site will be ongoing thru the summer of 2011.

Project Name: Town Hall Renovation
Project Status: Ongoing
Authorization: \$19,155,746
Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.
Owners Project Mgr: Public Facilities - Construction

At the 2008 Annual Town Meeting, Article 25: Appropriate for CPA-Town Hall Historic Preservation Design was approved. Design of the Town Hall was awarded thru design selection to McGinley Kalsow & Associates of Cambridge, MA.

Authorization of construction funds in the amount of \$18.155 million occurred at the Annual Town Meeting in May 2009 with the approval of Article 35. Construction documents were prepared and the project went out to bid in November 2009. Construction started in March of 2010. The Town Hall staff moved into the Public Services Administrative Building at 500 Dedham Avenue on February 17th of 2010. The project is expected to reach substantial completion by September 2010 and Town Hall staff should be moved back in during October 2010.

Project Name: **Public Safety Building Roof Replacement**
Project Status: Completed
Authorization: \$535,000
Budget Status: On Budget
Architect: Gale Associates
Contractor: Capeway Roofing
Owners Project Mgr: Public Facilities - Construction

At the 2008 Annual Town Meeting, Article 36: Appropriate for Public Safety Building Roof, funds for Public Safety Building Roof were approved. The design was done by Gale Associates and the contractor was Capeway Roofing. The work was done and completed over the summer of 2009.

Project Name: **Public Services Administrative Building**
Project Status: Completed
Authorization: \$6,225,000
Budget Status: On Budget
Architect: Winter Street Architects
Contractor: Seaver Construction, Inc.
Owners Project Mgr: Public Facilities - Construction

At the 2008 Annual Town Meeting, Article 33: Appropriate for Administration Building at DPW Complex design funds for the Public Services Administration Building were approved. Design of the Facility was awarded through design selection to Winter Street Architects of Salem, MA. The facility will be used as swing space for Town Hall during its renovation. Authorization of

construction funds occurred at the Special Town Meeting in October 2008 with the approval of Article 5.

Substantial completion was reached January 8, 2010. The Town Hall staff moved into the Public Services Administrative Building on February 17th of 2010.

Project Name: **Newman Elementary School Feasibility Study**
Project Status: Completed
Authorization: \$450,000
Budget Status: On Budget
Architect: Drummey, Rosanne & Anderson, Inc.

At the May 2009 Special Town meeting Article 3: Appropriate for Facility Repairs/Newman School was approved in the amount of \$450,000 for feasibility, design and engineering services related to extraordinary repair of the Newman School.

As a result of this effort, which culminated in a Feasibility/Schematic Design Report submitted to the Massachusetts School Building Authority (MSBA), the Town was granted an \$8.6 million offsetting funding appropriation by MSBA if the Town votes to proceed with the Newman School Repair Project.

Project Name: **Senior Center Feasibility Study**
Project Status: Completed
Authorization: \$49,091
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.

At the November 2009 Special Town meeting Article 13: Appropriate for Feasibility Funding was approved in the amount of \$49,091 for a feasibility study of several sites for the placement of a Senior Center. The initial sites that were studied were Greens Field, Rosemary Street and the Emory Grover Building.

Project Name: **Newman Elementary School Repair**
Project Status: Ongoing
Authorization: \$26,962,128
Budget Status: On Budget
Architect: Drummey, Rosanne & Anderson, Inc.
Owner's Project Manager: Steve Popper
Construction Manager at Risk: Consigli Construction

At the November 2009 Special Town Meeting, Article 14: Appropriate for Facility Repairs/Newman School was approved contingent upon an affirmative vote of the Town. An override in the amount of \$26,962,128 was brought before the Town voters in December 2009 for a town wide vote. The override passed.

A Construction Manager at Risk (Consigli Construction) contractor was selected in May 2010. Triumph Modular was selected to supply the temporary modular classrooms. They will install the footings for the modulares during the summer of 2010. The project is expected to go out for bid for Trade Contractors in November of 2010 with a Guaranteed Maximum Price (GMP) contract established in January 2011.

Project Name: **Pollard School Improvement for Newman**
Project Status: Ongoing
Authorization: \$50,000.00
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.

At the May 2010 Special Town meeting Article 9: Appropriate for Pollard School Improvements, was approved in the total amount of \$50,000.00 for design services. The improvements are related to the temporary relocation of Newman Elementary School students to the site for the 2011/2012 School year. \$20,000 will be from a one-time school fund allocation to the project.

Upcoming future projects are the Conditions Assessment of the Mitchell, Hillside and Pollard Schools and may include the construction of a Senior Center. The PPBC is challenged by the enormously important and complex projects that have been appropriated by the Town. Successful execution of these projects is essential to successfully integrate these projects within the Towns infrastructure.

PUBLIC FACILITIES DEPARTMENT - OPERATIONS



Chip Laffey, Director of Facility Operations
Paul Comerford, Supervisor of Custodial Services
Carys Lustig, Administrative Analyst
Carolina Faricelli, Administrative Specialist
Niki Rumbos, Department Assistant

PURPOSE

The Public Facilities Department, Operations Division identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, the Department formulates long-range building related

capital needs, including cost estimates and feasibility assessments, for planning purposes.

The Spring 2006 Annual Town Meeting created the Department of Public Facilities under the direction of the Town Manager. The new department was preceded by the Municipal Building Maintenance Board which had been in existence since 1995.

Buildings cared for and maintained by the Public Facilities Department include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Charles River Water Treatment Facility, Ridge Hill Reservation (three buildings), Carleton Pavilion, Stephen Palmer Building (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Broadmeadow Elementary School, Eliot Elementary School, Mitchell Elementary School, Hillside Elementary School, High Rock School, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY 2010 HIGHLIGHTS

In October 2009 the Department acquired an online facilities maintenance software package. This software enables the Department to better track work orders, conduct preventative maintenance, schedule after hours building use, and track capital needs. The Department began implementing the new scheduling and work order software in December 2009 and is in the process of frontloading information into its capital asset management tool.

The Department has also participated in the 5% energy reduction. As part of this project older buildings had envelope issues addressed, new energy efficient refrigerators were purchased, the settings on thermostats were adjusted to 68 degrees in the winter and 75 degrees in the summer, summer building use was confined to certain buildings to reduce energy consumption, solar panels were installed at the High Rock through community funding, and other items were also tracked.

Ridge Hill <ul style="list-style-type: none"> Installed new downspouts 	Broadmeadow <ul style="list-style-type: none"> Interior painting Replaced 3 circulator pumps in domestic hot water system
Public Safety Building <ul style="list-style-type: none"> Exterior sprinkler system repair 	Eliot <ul style="list-style-type: none"> Replaced section seals in Boiler #1
Fire Station #2 <ul style="list-style-type: none"> Exterior sprinkler system repair Repaired natural gas line 	Hillside <ul style="list-style-type: none"> New exterior doors and entrance monitoring system Install new bathroom stalls in 3 girls bathrooms and 3 boys bathrooms Exterior decks and stairs replaced around Pods
Emery Grover <ul style="list-style-type: none"> Exterior painting Interior painting in basement Rearrange office set ups on 2nd floor Asbestos Abatement Installed new handrails in entrance 	Mitchell <ul style="list-style-type: none"> Interior Painting Replace Boiler #1 Converted pneumatic controls to digital for better heat control Asbestos Abatement Duct Cleaning

DPW <ul style="list-style-type: none"> ▪ Rearrange offices for PPBC, Assistant Purchasing Officer ▪ Reconfigure PFD offices to be more user and customer friendly 	Newman <ul style="list-style-type: none"> ▪ Interior painting ▪ Replace 3 sections in Boiler #1 and 3 sections in Boiler #2 ▪ Underground steam pipe repair
Dedham Ave Pump Station <ul style="list-style-type: none"> ▪ Install new bathrooms ▪ Reconfigure space so that it can be used when PSAB opens ▪ Installed new downspouts ▪ Relocated water meter test bench from Dedham Ave Pump Station to St. Mary's Pump Station 	Pollard <ul style="list-style-type: none"> ▪ New exterior doors and entrance monitoring system ▪ Interior painting ▪ Duct Cleaning ▪ Generator repair after failure
Claxton <ul style="list-style-type: none"> ▪ Install and weld handicapped accessible railing 	High School <ul style="list-style-type: none"> ▪ Replace shingles on C Building ▪ Repair circulator pump #6 ▪ Replaced heating coils in multiple rooms
Rosemary Pool <ul style="list-style-type: none"> ▪ Wired new pump that was installed 	High Rock <ul style="list-style-type: none"> ▪ Install 2kW Solar Array
Library <ul style="list-style-type: none"> ▪ Repaint lines in parking lot ▪ Recalibrate elevators 	

COMMUNITY SERVICES

COMMISSION ON DISABILITIES

Elaine Saunders, co-chair,
Jeanie Martin, co-chair,
Susan Crowell, secretary,
Debbi Heller
Bruce Howell,

Karen Peirce
Andy Wise
Dale Wise
Patrice Snellings, Liaison from School Committee
Paul Spooner, consultant from MetroWest Center for Independent Living

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month with the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed municipal official, and other interested Needham residents. To date we have 8 standing members due to the passing of member Beverly Foster. We are currently seeking a 9th member to fill out our membership.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

The NCOD had an annual budget of \$550. In FY 2010, a total of \$123 was used to purchase a digital camera with memory card for handicapped parking patrol.

Funds accrued from Handicapped parking fines were used to provide a \$500 grant to the Needham Housing Authority Exercise for a Nutrition Program.

FY 2010 HIGHLIGHTS

- Participated in a walkthrough of the High Rock School, the Public Service Administration building at 500 Dedham Avenue, and the exterior of Needham High School to determine if they are in compliance with Architectural Access Board (AAB) and ADA codes and noted areas needing attention.
- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests at the Town Hall, a Fourth Avenue day care, First Parish Needham, the Needham Sheraton and other sites in Needham. Some issues have been resolved while others are still ongoing.
- Worked in conjunction with the Metro West Center for Independent Living in Framingham on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations. Filed complaints with the Department of Justice to address handicapped parking violations in a variety of sites in Needham.
- Advised town officials and the Needham Police about the necessity of providing audible traffic signals at pertinent crosswalks in Needham, such as those at Chestnut Street near the hospital and the intersection of May and Chapel Streets. These issues have not yet been resolved.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Contacted the Needham Police and local business owners about problems of snow removal in handicapped parking spaces on public and private property.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines.)

- Reviewed with town officials specific issues stated in the Town of Needham Transitional Plan.
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Alerted Public Facilities and Assistant Town Manager of lack of handicapped parking signage at the high school. Assisted the Public Facilities Department with proper signage and locations of handicapped parking and handicapped entrances.
- Contacted the Needham School Department and PPBC regarding problems related to availability of a lift key for public performances at Needham High School.
- Sponsored weekly presentations on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.
- NCOD members made presentations regarding disability issues to the Eliot, Hillside and Broadmeadow schools and attended the Disability Policy Consortium.
- Guest speakers from the Massachusetts Office on Disability and the Disability Policy Consortium presented information to NCOD on disability issues of mutual interest.
- Consulted with Town residents and representatives on issues dealing with housing and playgrounds.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.

FY 2011 FORECAST/GOALS

- To continue to work with the School Administration, the liaison to the School Committee, Public Facilities Department, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds and other municipal buildings as they are renovated. Emphasis will be placed on ensuring accessibility for the new construction and renovation at Needham Town Hall.
- To work with Needham Public Housing and its residents to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue consultation with town departments about specific issues that arise in implementing the Town Transition Plan.
- To continue to inform non-compliant business property owners, including medical office buildings, of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To enforce proper usage of handicapped parking spaces through a program that tickets violators, in conjunction with the Needham Police.
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with Town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to the disabled.

- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings which are publicly posted.
- To promote filling the current vacancy position.

For further information about the Needham Commission on Disabilities, and in particular about serving on the commission, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

MEMBERS/APPOINTED BY

Jane Howard, Chairman/Board of Selectmen
 Mark Gluesing, Vice Chairman/Town Moderator
 Janet Bernardo/Conservation Commission
 Jack Cogswell/Historical Commission
 John Comando/Board of Selectmen
 Bruce Eisenhut/Planning Board
 Brian Nadler/Park and Recreation Commission
 Reg Foster/Housing Authority
 Paul Siegenthaler/Town Moderator

STAFF

Patricia Carey, Staff Liaison
 Nicole DiCicco, Recording Secretary



PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing.” Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY 2010 ACCOMPLISHMENTS

- The Needham Community Preservation Fund received its state distribution of \$481,111 from the Commonwealth in October 2009, a 34.81% match to Needham’s surcharge. This was down from the prior year’s 68% match of \$888,287.
- The Committee participated in a board summit with the Board of Selectmen and other Town boards to discuss the role of CPA in Needham.
- The Committee met with the Community Preservation Coalition to discuss proposed changes to the state CPA legislation. The Committee voted to support the changes proposed by the Coalition.
- The Committee held a public hearing in January, 2010, to gather public input on the revisions to the Needham Community Preservation Plan. The revised Plan was approved in January, 2010.

- The Committee held a public meeting in March, 2010, to gather public input on the proposals under review for funding.
- At the October, 2009 Special Town Meeting, the Committee recommended and Town Meeting approved the funding of the purchase of two parcels at Carol Road and Brewster Drive for open space.
- At the May, 2010 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 57,500	Selectmen/Town Manager	Preservation of Historic Artifacts
\$ 40,000	Town Manager	Restoration of Purchased Open Space
\$ 767,500	Town Manager	Purchase of Open Space - Recreation
\$ 45,000	Charles River ARC	Group Home Energy Improvements
- According to the Community Preservation Coalition, the funding and bonding of the Town Hall project is the largest bonded project in the history of CPA in Massachusetts.
- The Committee's Administrative funds were used as a down payment for the purchase of recreation land and for a photographic record of Town Hall's historic features prior to renovation.
- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Historic Resources, Community Housing, and Open Space. Remaining funds, totaling \$1,144,100 were placed in the Annual Reserve, for future projects in those categories or Recreation. Five percent of the revenue was put into the CPA Administrative budget.

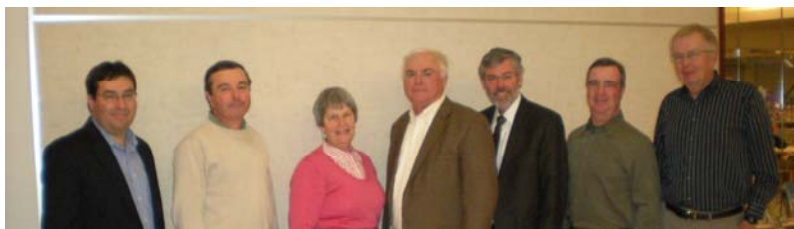
STATISTICS

- The Community Preservation Fund has provided financial support to twenty three (23) projects, with a total of \$18,116,933.

Community Housing total	\$ 964,500
Open Space total	\$ 1,158,200
Historic Preservation total	\$ 15,161,733
Recreation total	\$ 832,500

GOLF COURSE ADVISORY COMMITTEE

Jane Howard, Chairman
Roy A Cramer
Michael Mahoney
Erik Pederson
Richard Reilly
Jon Schneider



PURPOSE

The Golf Club Advisory Committee members are appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the lease with the

Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate the lease at any time upon action by the Town Meeting.

Under the terms of the lease, residents have the right to use the golf course after 3:00 on Sundays and Mondays and all day Tuesdays. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter sports. The lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY 2010 HIGHLIGHTS

November, 2009

- Erik Pederson joined the Committee replacing Robert Moore, Jr.
- Club President, Tony Cuzzo, reported an increase in resident play from 1088 rounds in 2008 to 2002 rounds in 2009.
- Participation in the Park and Recreation's Senior League also increased during 2009.
- The Golf Club has unfortunately added a legal fee line in their annual budget due to a pending lawsuit.

April, 2010

Needham Golf Club President, Joe Gillen reported:

- The Golf Club hopes to break ground for their new clubhouse in September 2010.
- New fees for 2010 for resident play are \$35.00 for 9 holes and \$58 for 18 holes for adults and \$22.00 for 9 holes and \$35.00 for 18 holes for seniors.
- The waiting list has been exhausted. A membership campaign is being conducted.

HISTORICAL COMMISSION

Rick Hardy, Chair
Carol Bourlis (Past Chair)
Gloria Greis, Secretary
Sandy Tobin
Joel Lebow
Dr. Miles Shore
Bob Boder

PURPOSE

The Historical Commission ensures the preservation, protection, and development of historical assets that are evidence of the Town of Needham's history. The Commission conducts research to identify places of historic or archaeological value, and seeks to coordinate the activities of unofficial bodies organized for similar purposes. The

Commission consults with other Town boards and committees who are seeking information or input about historically significant properties, features, or landscapes and communicates with the Board of Selectmen about recommendations as to whether an asset should be certified as an historical or archeological landmark.

The functions of the Historical Commission include assisting residents in obtaining historical house information, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings.

INVENTORY OF HISTORICAL PROPERTIES

During 2010 the Historical Commission oversaw the first significant addition to the Town's inventory of historical properties since 1978. Funds granted to the Commission from the Community Preservation Act allowed the hiring of historical consultants who under guidance of the Commission performed research and documentation on homes and properties identified as historically significant to Needham. From this work the Town of Needham now has an interactive map identifying the location of historical sites, homes and structures, as well as extensive historical documentation on these properties. With 2011 being the Tercentennial of Needham's founding, it is the hope and intent of the Commission that we may be able to place this information on the Commission's webpage on the Town's official website where this information will be made available to all town residents. The Commission is also working to digitize the information of properties included in the original 1978 inventory (now available only in paper form at the Needham Public Library) to make this information available to more residents via the web for the tercentennial celebration in 2011.

TOWN HALL RENOVATION

Working closely with other Town departments the Needham Historical Commission played a key role in the ongoing renovation of the town hall. Working with the Town Manager and the CPC, the Commission supported the initiative to document the town hall renovation and restoration process to preserve this information for future generations. The Commission also worked diligently to encourage the use of the "Great Hall" as a Town resource while ensuring the preservation of the Hall's historic character. The Commission recommended (successfully) for the repair and use of the Great Hall balcony. By jointly preserving the historic character of the great hall and allowing an increase in seating capacity, the Town will have a meeting space to allow a venue for Town functions such as town meeting. The Historical Commission initiated a recommendation that Needham Selectmen name the Great Hall after James Hugh Powers,

Needham's longest serving Town Meeting member and a tireless citizen who has dedicated his life to service to his Town, state and nation.

PRESERVATION OF HISTORIC ARTIFACTS

The Commission worked closely with the Town Manager and the Community Preservation Committee to preserve and protect a number of historic artifacts related to the town hall renovation project. These artifacts will be preserved and made accessible to Town residents with the opening of the town hall in November 2011.

In 2010 the Commission met with and provided guidance for a number of historic property owners who were planning on renovations to their homes and who sought assistance and advice from the Commission.

During this past year two members of the Commission resigned from the Commission: Jack Cogswell and Bob Hall. The Historical Commission wishes to express its sincere thanks and appreciation for their service to the town and the Commission. After 15 years ably serving the Town as Chair of the Needham Historic Commission, Carol Boulris stepped down from that position and will continue to serve as a member. The members of the Needham Historical Commission wish to express the Commission's sincere thanks and appreciation for her service to the town and the leadership she has provided the Commission over these past 15 years.

NEEDHAM FREE PUBLIC LIBRARY



Board of Library Trustees and Director

Front row: Sally S. Powers, Lois C. Bacon, Lois F. Sockol, Rose A. Doherty (Chair)

Back row: Gregory J. Shesko, Margaret L. Pantridge, Ann C. MacFate (Director), Thomas M. Harkins

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. In conjunction with its new Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

The Needham Free Public Library will provide the community with access to resources to support its users' evolving educational, intellectual, recreational, and cultural needs. The library will provide an open environment for interaction among people of all ages, interests, and abilities.

MISSION STATEMENT

The Needham Free Public Library is committed to:

- Providing resources and technology to support library users in obtaining the information they seek.
- Promoting collaboration, cultural awareness and understanding among individual users and community groups in the community it serves.
- Fostering an environment that stimulates imagination and learning.

LIBRARY STAFF

Ann C. MacFate, Director
Nancy B. D'Amico, Assistant Director
April E. Asquith, Reference Supervisor
Susan M. Park, Technical Services Supervisor
Janet E. Prague, Children's Supervisor
Danielle Tawa, Technology Specialist/Archivist
Catherine D. Stetson, Reference Librarian/AV Specialist
Gay Ellen Dennett, Reference Librarian/Program Specialist
Cynthia G. Crawford, Circulation Supervisor
Carolyn S. Davis, Assistant Children's Librarian
Jean F. Kirkham, Assistant Cataloger
Cheryl A. Steeves, Administrative Specialist
Karen H. Donaghey, Library Assistant
LuAnn M. Caron-Leslie, Library Assistant

PART-TIME REFERENCE STAFF:

Jeffrey R. Arnold
Mary H. Conlon
Ardis Francoeur
Leigh R. Hoffman
Rebecca L. Kinney

CUSTODIAL STAFF:

Angel R. Lopez
Raymond B. Cranton
Howard R. Egerton

PART-TIME CHILDREN'S STAFF:

Kerri O. Brosnan
Elaine M. Garnache
Amanda J. Bushnell
Bethany N. Templeton

PART-TIME LIBRARY ASSISTANTS

Sandra J. Bedigan
Annalisa Bishop
Patricia H. Dunn
*Katherine F. Higgins**
Judith G. Johnson
Irene L. Kamergorodsky
Janet S. Krawiecki
Martieanne Marinelli
Kathleen M. McIntyre
Rebecca L. Meyer
Fay J. Phillips
Ellen A. Porter
Kelly E. Rizoli
Ellen J. Stalter
Joan P. True
James K. Weston

* The library staff mourned the April 14, 2010, death of long-time staff member Katherine F. Higgins.

FY 2010 HIGHLIGHTS

July

For the third year in a row the library's Book Cart Drill Team appeared in the Needham Fourth of July Parade and received thunderous approval. The Board of Library Trustees adopted goals that included enhancing the Children's Room facility and programs and appointing a committee to formulate a new Strategic Plan for the library and its services.



August



324 children registered for the Children's Room Summer Reading Program. The library's recycling program was expanded to include tin and aluminum cans and plastic bottles. More than 1,200 people attended the Children's Room summer events.

September

Library Trustee Gregory J. Shesko was appointed by Governor Patrick to serve on the Massachusetts Board of Library Commissioners. The Library's Tuesday afternoon and Wednesday evening book groups resumed their monthly meetings. The Reference Department added a subscription to the online database *Career Transitions*.

October

The Friends of the Library held its 37th Annual Fall Book Sale. The Library Foundation of Needham held its Second Annual Gala, *Black, White, and Read All Over*. The evening was an overwhelming success. Through the Minuteman Library Network services, Library patrons gained access to downloadable audio books and ebooks.



November

Library patrons checked out 2,956 items, using the new self-check system. By June the monthly self-checks increased to 5,750. The Metrowest Massachusetts Regional Library System reported that Needham's benefit from the inter-library delivery system for the past fiscal year was \$374,436. The Reference Department added a subscription to the online database *Pop Culture Universe*. The library honored its volunteers at a reception. Each volunteer was given a book bag with the Library's logo on it.

December

The Massachusetts Board of Library Commissioners certified the Needham Free Public Library, making it eligible for a \$29,251 State Aid Award. The library hosted a Tiny Tots Film Festival, a feature film, a puppet show, three magic shows, and a Needham Art Association mini art exhibit, as part of the New Years' Needham celebration. More than 1,267 people enjoyed these events. The museum pass program was increased with the addition of passes to the Sports Museum.

January

126 people enjoyed the first McIver Series program, *Serial Murder, Up Close and Personal* with author and researcher Jack Levin. The Strategic Planning Committee sponsored a well-attended panel discussion, *Reading into the Future*.

February



The second McIver Series program featured security management consultant and Needham resident Bruce Dean and Mass. General Hospital Director of Security Bonnie Michelman discussing *Everyday Crime and You*.

March

Award-winning mystery writer Linda Barnes was the final McIver Series speaker. An overflow audience enjoyed her discussion of *Criminal Intent: Crime in Fiction*. The Needham High School Art Department and Temple Beth Shalom Garden Club joined forces to present *Art in Bloom*, a floral interpretation of student art work. More than 1,000 people attended. The Strategic Planning Committee issued a multipage library services questionnaire that could be filled out online or on paper. 754 people responded. More than 250 children and adults attended the Children's Room Advisory Committee sponsored "milk and cookies" event in the Children's Room to dedicate the Friends of the Library sponsored new puppet theater. It was an awesome celebration.

April

The library spelling team participated in the Needham Education Foundation's 19th Annual Spelling Bee. In cooperation with the Council on Aging, SHINE (Serving the Health Information Needs of Elders) counselors began scheduling appointments at the library.

May

The Friends' Gallery featured the Needham High School/*Boston Globe* Scholastic Art Award Winners.

June

For the fifth year in a row library circulation increased over the previous year. FY 2010 circulation increased 3.6% over FY 2009. The 581,611 checkouts set a new circulation record. The Community Room was used 657 times during the fiscal year, and 4,541 people used the Study Rooms.

FY 2011 FORECAST

As the library begins to implement its new Strategic Plan, additional electronic services will be added, while traditional library services will be preserved. Library business in general and circulation of materials in particular will continue to grow. After breaking the circulation count of 500,000 in FY 2009, the library is well on its way to reaching the 600,000 plateau in FY 2011.



DONATIONS TO THE LIBRARY

During FY 2010 ninety-seven people volunteered 1,340 hours of service to the library. Volunteers mended the library's books, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees and Friends of the Library worked many hours presenting programs, book sales, and other special events. The Friends of the Library

donated more than \$43,000 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends' donations paid for subscriptions to international magazines, museum passes, library programs, reference books, computer books, books-on-CD, Playaways, DVDs, children's books, travel books, law books, business books, sports books, the *Pop Culture Universe* database, the Children's Room puppet theater, and young adult books, graphic novels, books-on-CD, and playaways. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and installed a planter in the main entrance lobby. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. The Library Foundation of Needham provided funds for many of the library's programs, a pass to the Danforth Museum, and a stage/riser for the Community Room. Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY 2010 include:

Project VAN (Volunteers Around Needham)
 Needham High School Community Classroom Program
 Guatemala Committee, Congregational Church of Needham
 The Pasculano Family
 The Virginia Crowley Trust

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY 2010. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	FY 2008	FY 2009	FY 2010
Memorials and Cash Donations	\$38,519	\$53,165	\$63,337
<i>Value of books, videos, etc. donated</i>	<i>\$11,443</i>	<i>\$16,714</i>	<i>\$ 9,936</i>

DEPARTMENTAL STATISTICS

	FY 2008	FY 2009	FY 2010
Adult Department			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	293,682	325,484	341,778
Items loaned to other libraries	37,210	49,489	57,286
Items borrowed from other libraries	47,125	56,798	62,063
Total money returned to Town from fines, fees, lost books, etc.	\$53,780.27	\$56,409.49	\$61,573.55

Reference Department

Reference questions answered	20,351	22,243	20,246
Directional questions answered	4,073	3,350	2,952
Number of people using Genealogy Room	167	163	90
Number of people using Study Rooms	3,071	3,815	4,541
Remote Access	200,884	295,505	301,796

Children's Department

Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	199,388	234,752	238,833
Reference questions answered	15,309	18,083	15,241
Story times and other programs	192	321	209
Attendance at programs	7,725	11,262	9,573

Catalog Department

Adult books added to collection	6,768	6,991	7,011
Adult books withdrawn	4,885	10,197	3,006
Children's books added to collection	4,853	4,688	2,367
Children's books withdrawn	926	1,372	934
Audio items added	1,039	1,025	1,091
Audio items withdrawn	359	417	717
Visual items added	1,757	1,885	1,456
Visual items withdrawn	736	679	353
Total Collection	154,196	156,169	163,084

MISCELLANEOUS STATISTICS

Number of registered borrowers	17,843	18,537	19,073
Total hours open	3,336.5	3,374.5	3,378
Attendance	307,890	349,763	362,354

NEEDHAM HOUSING AUTHORITY



PURPOSE

It is the mission of the Needham Housing Authority's to provide decent, safe and affordable housing for low to moderate income families respecting the rights and privacy of each individual and to help improve the quality of life for the participants through related programs and resources. For over 60 years, the Authority has faithfully served the town of Needham by

administering State-aided and Federal housing programs that provide affordable and low income housing opportunities for Needham's elderly and family populations.

Oversight of the Needham Housing Authority is provided by a five member Board of Commissioners all of whom are residents of Needham. Currently, the Board of Commissioners of the Needham Housing Authority is as follows:

Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor.

STAFFING

The NHA's Executive Director currently supervises seven administrative staff employees and four maintenance staff employees at the Needham Housing Authority as well as two additional administrative staff and 4 maintenance personnel at the Wellesley Housing Authority.

The NHA administrative staff is composed of the following:

Pamela Clark Allen, Executive Director	James Murphy, Deputy Director of Maintenance
Dawn Beaulieu, Leasing Coordinator	Denise Newton, Leasing Assistant
Patricia Edmond, Leasing Assistant	Tony Saad, Office Manager
Carol Capone, Bookkeeper	Penelope Kirk, Resident Services Coordinator

The NHA Maintenance Department is composed of the following maintenance staffers:

John Pladsen, Dan Mann, Bryan Trundley, Al Conti

The Authority remains committed to providing high quality maintenance and property management services in order to preserve the existing housing stock as a public resource for decades to come.

The Needham Housing Authority owns and/or manages 436 units of affordable housing distributed as follows:

Units	Program	Location	Bedroom size
152	State (Ch.667)	Linden & Chambers Street elderly/handicapped	1 BR and Studio
60	State (Ch.200)	High Rock Estates Family/Veteran	2 & 3 BR
20	Project-Based Vouchers-S8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
8	State (Ch.689)	1415 Great Plain Avenue 8 units for Special Needs	1 BR
46	Federal	Seabeds Way	1 BR

		elderly/handicapped	
30	Federal	Captain Robert Cook Drive	2 & 3 BR
100	Federal	Section 8 Tenant Based Vouchers	Scattered in private housing

We are in the seventh year of a Management Agreement with the Wellesley Housing Authority. Under this contract, first instituted in January of 2003, Needham provides management oversight and staffing for the Wellesley Housing Authority administrative and maintenance operations. Both Boards meet semi-annually to review and discuss matters of common interest and concern.

BUDGETARY DATA

The Needham Housing Authority maintains separate budgets for each of its programs. Monthly rents are the major source of funding for the Authority. Additional operating and capital subsidies are provided through HUD for the Federal Programs and the State's Department of Housing and Community Development (DHCD) for the State programs. The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. Under a management agreement with the Wellesley Housing Authority, the Needham Housing Authority collects a monthly management fee for the administration and oversight of their programs and properties.

The Annual Budget of the Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive. The latest audit was completed in September of 2010 and was performed by Ross and Company Certified Public Accountants.



During the fall of 2010, the Needham Housing Authority in partnership with Elliott School will be sponsoring an afterschool tutoring program for children aged 6- 16 years of age.

FY 2010 NHA HIGHLIGHTS

Captain Robert Cook Drive and Seabeds Way

In keeping with our commitment to maintaining quality as well as affordability in our housing stock, the Needham Housing Authority completed the upgrade of 14 baths and 18 half baths at the Captain Robert Cook Drive family complex. Thirty (30) new exhaust fans, new tub

surrounds, tile floors, and bathroom fixtures were a part of this federally funded upgrade. Residents residing at Cook's Drive also benefited from an upgrade of the neighborhood community room and the installation of new air conditioning sleeves. The new sleeves were also installed at the Seabed's Way senior housing complex.

The Needham Housing Authority encourages strong tenant representation and we are committed to improving ongoing communications between residents and staff. In 2009, the NHA organized tenant elections for our Cook's Bridge and Seabed's Way communities that resulted in the installation of an involved, tenant association board providing representation and advocacy for the Needham Housing Authority resident community. Cook's Bridge parents organized a community children's garden during the summer. The garden thrived and produced a bounty of healthy vegetables for the participating neighborhood children.

High Rock Estates

In 2010, sixty units of family housing, historically known as High Rock Estates were accepted into a national program providing for the conversion of state-funded housing units to federal funded housing. In preparation for this transition to federal funding, the NHA, in conjunction with the Massachusetts Department of Housing and Community Development is rehabbing 60 bathrooms in the High Rock Estates development. Additionally the NHA completed repairs of 18 roofs, several fences, retaining walls, and asphalt sidewalks in the High Rock Estates neighborhood.

High Rock Homes



The demolition and reconstruction of 20 single family housing units within the High Rock Homes development was completed in 2009. In their place, 20 duplex buildings were constructed. These buildings contain a total of 40 units: 20 rental units and 20 for-sale townhouses.

Of the 20 townhomes, 19 have been sold to income qualified families. The rental units and the homeownership units have been intermingled and are similar in appearance, size and amenities. The homeownership units have been designated for families with incomes less than 80% of the area median income.

Linden-Chambers Street Senior Housing



Weekday activities in the Linden-Chambers community room conducted by Springwell. Springwell also provides, and serves, a catered meal each evening for NHA seniors.

The Linden-Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors who wish to remain living independently. Care Connections, a cooperative venture with Springwell and the Needham Housing Authority provides support for the senior and disabled individuals residents who require a little assistance with their activities of daily living. Springwell provides two overnight on-site personnel for urgent care at Linden-Chambers. An additional full-time care coordinator works with residents and sets up services such as homemaking, transportation, medication reminders, meal site or at-home meal delivery as well as other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

The Needham Housing Authority is pleased that this option exists for Needham residents and we remain committed to helping our senior residents live independently for as long as possible. Interested seniors or families of seniors may make application for housing by contacting the Needham Housing Authority management office at 781-444-3011.

Resident Services

Our Resident Services Coordinator assists families and elders residing in NHA communities by connecting them to area service agencies and resources. The Resident Service Coordinator of the NHA also works closely with the Needham School Department to coordinate tutoring and supportive programs for students. In 2010, the Needham Education Foundation awarded \$5,000 to a newly established tutoring program for children residing at the Cooks Bridge community.

An exercise and nutrition program takes place at the Chambers Community room weekly. It is funded, in part, by the Needham Disabilities Commission and the Geishecker Foundation of Needham. Additional funding is currently being sought from the Coca Cola Foundation.

Information on the programs administered by the Needham Housing Authority can be obtained at www.needhamhousing.org.

Community Partnerships

The Authority works in cooperation with many local organizations. We work with Needham Opportunities, Inc to promote affordable home ownership opportunities, housing issues assistance, referrals and educational programs for first-time homebuyers and financial

counseling for Needham and area residents. Other service partnerships include, Needham Community Council, Cradles to Crayons, Babson College volunteers, Olin College volunteers and the Kalmia Club are some of the many groups with whom the Authority has established and maintained strong working relationships.

The Needham Housing Authority continues to advocate for sufficient resources with responsible housing and supportive service groups on a local, state and national level.

FY 2011 FORECAST

Many of the Linden and Chambers buildings will be receiving new roofs in 2011. Kitchen remodeling at the family development at Captain Robert Cook Drive will commence during the spring of 2011. The spring of 2011 will witness extensive landscaping activities in the High Rock community as we continue to demonstrate that well conceived, affordable housing can coexist as a part of; rather than apart from; any larger, host, community.

FIVE YEAR PLANNING

The Board of Commissioners of the Needham Housing Authority have embarked upon a five-year planning process designed to chart a bold, new course for the future of this housing agency. Members of the Board are reaching out to other town committees and boards to solicit ideas about the direction and the challenges the NHA might next embrace. The construction of High Rock Homes was a 15 year process which resulted in 20 new affordable town homes and an additional 20 new income based rental units in town. The NHA will begin planning for the next steps necessary to insure that the Needham Housing Authority remains true to its responsibilities to continue championing the cause of decent, safe, affordable housing within the Needham community.

Applicants and families may call the Needham Housing Authority to request an application for housing. The office is open from 8:30 A.M. until 4:30 P.M. from Monday through Friday. The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011.

TRANSPORTATION COMMITTEE

Duncan W. Allen, Chair
Linda Hoard, Secretary
Richard S. Creem
Stephen McKnight
Jane Howard
Lida Harkins, Ex-officio

The Needham Transportation Committee is a standing committee of the Town of Needham, established under Section 2.7.1 of the General By-Laws of the Town for the purpose of “continuing studies of the mass transportation needs of the Town, with particular emphasis upon commuter transportation” and undertaking “such special studies relative to transportation problems as the Selectmen or Town

Meeting may, from time to time, direct.” The membership of the Committee consists of two members appointed by the Board of Selectmen, two members appointed by the Planning Board, and one member appointed by the Moderator. The Town’s representatives in the General Court serve *ex officiis* as non-voting members. In addition to responding to requests from the Selectmen and Town Meeting, the Transportation Committee, on an ongoing basis, (i) provides

an opportunity for members of the community to bring their concerns before the Committee, and (ii) works with the Selectmen and the Town Manager to address the Town's concerns with the Massachusetts Bay Transportation Authority (MBTA).

FY 2010 HIGHLIGHTS

- Reviewed, from a safety and cost perspective, a request by a group of citizens that the Town implement a “quiet zone” at the Town’s railroad grade crossings, subject to the approval of the Federal Railway Administration and the MBTA, whereby trains would be relieved of the requirement to sound horns provided that approved supplemental safety measures are implemented.
- Monitored the progress of a “quiet zone” study by Northeastern University students at no cost to the Town (upon completion, the Transportation Committee plans to review the findings of the study and make appropriate recommendations to the Board of Selectmen and Town Meeting).
- Addressed citizen concerns with respect to MBTA commuter rail and local bus operations pertaining to the Town of Needham as appropriate.
- Monitored proceedings of the Senior Center Exploratory Committee relative to the SCEC’s consideration of various sites for a new Senior Center and the impact of relevant sites on the Town’s current and future mass transportation needs.
- Monitored the MBTA’s policies, procedures, finances, and capital program as presented to, and reviewed by, the MBTA Advisory Board, on which one of the members of Transportation Committee serves as the Town of Needham’s voting representative.
- Reviewed, from a local perspective, implementation of the Commonwealth’s reorganization of the MBTA within the Massachusetts Department of Transportation.

PARK AND RECREATION



PARK & RECREATION COMMISSION

*Brian S. Nadler, Chairman
Philip V. Robey, Vice Chairman
Cynthia J. Chaston, Member
Christopher R. Dollase, Member
Thomas M. Jacob, Member*

DEPARTMENT STAFF
*Patricia M. Carey, Director
Karen A. Peirce,
Assistant Director
Nicole DiCicco,
Department Assistant
Cassandra Halloran,
Administrative Specialist*



PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.

- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission meets on the second and fourth Mondays of each month.

FY 2010 HIGHLIGHTS

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents. Fiscal Year 2010 was an extremely busy year at Park and Recreation!

Economic Benefits

- Commission waived Summer Program and Rosemary Pool fees of almost \$40,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities. The value of financial assistance increased by \$10,000 from the prior summer.
- Commission generated almost \$300,000 in revenue that was deposited into the Town's General Fund.
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs.
- Assisted with the updating of the Town's Commonwealth Capital Score, working towards increasing the point value. The score is required in applications for state and federal grants.
- Provided staff assistance to the Community Preservation Committee.
- Parent Talk donated financial support for the summer of 2010 Children's Theatre program.
- Needham Cultural Council, Needham Exchange Club, Needham Bank, Dedham Institute for Savings Bank, Louise Condon Realty, Middlesex Savings Bank, North Hill, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2010 summer Arts in the Parks concert series.
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse.
- Department offered programs through the use of a revolving fund fees, generating more than \$200,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees.

Community Benefits

- The Park and Recreation Department moved to new permanent offices at the Public Services Administration Building on Dedham Avenue in February 2010.
- The Needham Sports Council worked with the Town to oversee construction of the new athletic fields at Memorial Park and DeFazio Park. Final projects were completed at both

parks, including installation of additional netting at Memorial Park. The Needham Sports Council officially gifted the new athletic fields to the Town.

- DeFazio Park was re-dedicated in October 2009, with the two sons of Mario “Mike” DeFazio present for the celebration.
- Under the direction of the DPW, the Mills Field tennis courts were reconstructed and available for use in May 2010.
- An Eagle Scout cleaned and painted the fenced-in asphalt area behind the Pollard School to be used for Quick-Start youth tennis classes.
- Town Meeting approved the purchase of a property adjacent to Walker-Gordon Field with Community Preservation Funds.
- Town Meeting approved the transfer of jurisdiction of Perry Park, Dwight Field, and Avery Field from the Board of Selectmen to the Park and Recreation Commission.
- Developed material for Town’s website for Park and Recreation, Memorial Park and Community Preservation. The website now allows for e-mail notices for special projects, and the department regularly uses ones for Program Information, Field Status, and Fields of Dreams updates.
- The Board of Selectmen authorized the removal of the wooden play structure at Greene’s Field, scheduled for FY 2011.
- Department continued to work with School Department on safe playgrounds.
- The Exchange Club spent the National Day of Service at Claxton and DeFazio tot-lots, both of which have received prior years of new equipment from the Exchange Club.
- Due to an appeal to the DEP of the department’s permit to drain the Lake, Rosemary Pool could not be cleaned and painted in spring 2010 as required. An alternate cleaning method was used, which allowed for the Pool to open for summer 2010 and the appeal processed continued into FY 2011.
- The circulating pump and the lift pump at Rosemary Pool were replaced in May 2010.
- Assistant Director participated on Eat Well/Be Fit, Needham Committee, including offering a walk for children during the week of walk events called Needham Springs Into Action Week;
- Held Field Scheduling Summits, with sport league officials for eighth year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants.
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with “Touch the Trucks,” an annual community event.
- Assistant Director served as Chair of the Wellness Subcommittee for Needham’s Tercentennial in 2011.
- Mike Retzky was elected to the Park and Recreation Commission in April 2010. Chris Dollase left the board after serving two successful terms.

Environmental Benefits

- Director served on Town’s Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act.
- With Conservation Commission, reviewed goals in Open Space and Recreation Plan and began to implement.
- Continued implementation of projects listed in completed Trails Master Plan.

- With the approval of Town Meeting, the jurisdiction of a 6 acre parcel of land adjacent to Rosemary Brook was transferred from Park and Recreation to the jurisdiction of the Conservation Commission. This transfer also met a requirement of the State to replace the three acres at Ridge Hill recently transferred to the Board of Selectmen to the Conservation's open space inventory.
- New bubblers were installed at several parks, funded through Community Preservation, to replace leaking bubblers.
- Assistant Director worked with a variety of organizations and individuals on park clean-up projects, in particular assisting several Eagle Scout (Boys Scouts) and Gold Medal Award recipients (Girl Scouts) with completion of their projects.

Personal Benefits

- The Commission offered thanks to retiring DPW Parks and Forestry Superintendent Lance Remsen.
- 30-year pool patron Ray Brady reached his 3,000 mile of lap swimming at Rosemary Pool in August 2009.
- The Zoning Board of Appeals finalized the special permits for Athletic Field lights at Memorial Park in December 2009 and DeFazio Park in May 2010.
- Fitness was a key component for many programs, and efforts were made to offer additional tennis classes due to a high number of requests. Tennis-related programs for younger children were added back into the schedule, providing activities that help teach eye-hand coordination with a racquet.
- The Commission participated in discussions with the Board of Selectmen, Trustees of Memorial Park and School Committee regarding dogs in parks.
- Seventeen bike racks were purchased through a State grant.
- Assistant Director served as the Town's representative on the Needham Commission on Disabilities.
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations.
- Provided assistance to the annual New Years Needham events. The Recreation Supervisor now serves as the administrator for the activities.
- Director served on interview panel for new Parks and Forestry Superintendent.
- Director and Assistant Director served on subcommittees for the Re-Accreditation of the Senior Center.
- Former Park and Recreation Commissioner Bill Dermody received the Patrick C. Forde Good Person Award based on a nomination from Park and Recreation.
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events.
- Director and/or Assistant Director attended workshops and seminars, including landfill reuse, playground safety and ADA requirements, the concerns related to overweight children and obesity; the study of youth sports, integrated pest management, customer service, maintenance of natural and artificial athletic fields, safe pool operations, creative programming, funding resources and training of staff.
- Director continued to write quarterly newsletter article for the Massachusetts Recreation and Park Association that provides information to elected and appointed board members on Park and Recreation boards.

PUBLIC HEALTH DEPARTMENT

BOARD OF HEALTH

Peter J. Connolly, M.D.

Edward V. Cosgrove, Ph.D

Stephen Epstein, M.D.

DEPARTMENT STAFF

Janice Berns, R.N., M.S., Ed.D., Director

Donna Carmichael, R.N., Public Health Nurse

Maryanne Dinell, Traveling Meals Coordinator

Bryan Eustis, M.P.H., Public Health Program Coordinator

Brian Flynn, R.S., Environmental Health Agent

Tara Gurge, R.S., M.S., Environmental Health Agent

Danielle Landry, Animal Inspector

Jane Lischewski, Administrative Coordinator

Carol Read, M.Ed., C.A.G.S., Substance Abuse Senior Program Coordinator

Joanne Rossi, Substance Abuse Program Coordinator

Donna Vigliano, R.N., Public Health Nurse



MISSION

The Needham Health Department is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Department is to prevent disease, promote health and protect the public health and social well being of the citizens of Needham, especially the most vulnerable.

FY 2010 HIGHLIGHTS

- On a budget of \$451,763 an additional \$544,686 was received during the year including \$471,450 in grants and donations and \$73,182 in permits and fees.
- The Department completed 101 presentations to community groups, 28 articles for the local print media and the town website, 14 cable news interviews, 8 public service announcements, 2 cable shows and 11 press releases.
- Medication Take Back- Disposal Event was a joint partnership between the Needham Police Department, the Needham Public Health Department and the Needham Coalition for Youth Substance Abuse (NYSAP) resulted in the “Take Back” of over 26,100 prescription medication pills and 12,210 over-the-counter medications. A permanent medication disposal safe is now located in the Needham Police Department lobby accessible 365 days a year, 24 hours a day for Needham residents to dispose of their unused, unwanted and expired prescription and over the counter medications.
- First Annual Community Prevention Forum was moderated by Michael Jackman of the Norfolk County District Attorney’s Office featured the Social Host Liability Law multi media program presentation *Be a Parent Not a Pal* designed by Attorney Richard Campbell of the law firm Campbell, Campbell, Edwards and Conroy. A panel presentation by Needham community leaders and Rockets Against Destructive Decisions (R.A.D.D.) students outlined the ongoing prevention initiatives school, health care, youth serving and legal sector leaders are supporting. Taped by the Needham Channel for subsequent community viewing, this program was broadcast over 90 times on three channels between February and July 2010.

- Parenting Group Programs ~ Piloted *Please Stop the Rollercoaster* parent book group, a peer facilitated guided workbook group for parents of adolescents 13-18 years old with 15 parent participants and the *Guiding Good Choices* parent group, a SAMHSA approved Evidenced Based program for parents of adolescents 9-13 years old with 20 parent participants.
- Supported the implementation of AlcoholEdu, an interactive, online alcohol education and prevention course endorsed on SAMHSA's National Registry of Evidenced- Based Programs and Practices through the Needham High School Health Education Department. This program, designed to increase alcohol related knowledge, discourage acceptance of underage drinking and prevent or decrease alcohol use and its related negative consequence includes a pre and post course assessment of knowledge it was administered to over 300 junior students at Needham High School.
- The Eat Well Be Fit Needham Committee, a community based health and wellness initiative, continued its eighth year. The mission of the Eat Well Be Fit Needham Committee is to provide for the Needham community, the educational, motivational, and strategic tools necessary to raise the level of awareness about the importance of health, proper nutrition and physical activity, and to create opportunities for the Needham community to act upon that heightened awareness, in pursuit of optimal health status. A week of events was held in May.
- A pilot program with Project InterFace, sponsored by the Needham Coalition for Suicide Prevention, provided efficient access to mental health providers and other educational services to the Town Human Services Departments and the Needham Public Schools. This pilot was so successful that permanent funding in being sought to sustain this program and open it up to the community.
- Rockets Against Destructive Decisions (R.A.D.D) student group, in their first year, held two substance free evening events, a Wii Game Night and a Coffee House featuring video games, bands, an open microphone segment and food, attended by over 100 students. R.A.D.D was awarded a \$4550.00 Needham Education Foundation Grant for their grant proposal *Rockets Against Destructive Decisions- Education into Action*, a \$500 Needham High School PTC grant and the first annual Needham Exchange Club Youth Community Service Award for \$750.
- Healthy Needham 2011 committee co-chaired by the Health Department and the Needham Public Schools along with many town departments and community groups developed a calendar for the Needham 300 celebration that will be distributed to residents. The calendar was sponsored by Beth Israel Deaconess Hospital Needham.
- 396 retail/food service inspections conducted on 144 establishments by the Environmental Health Agents. There was also 102 temporary food permits issued. Every food establishment was inspected routinely at least every six months as required by the Massachusetts Department of Public Health and more often when necessary. There were 30 food complaints investigated.
- 89 general nuisance complaints and 32 housing complaints investigated by the Environmental Health Agents.
- 63 employees who sell tobacco products in 11 tobacco vendors viewed the Health Department video on tobacco regulations and procedures to sell. Three compliance checks were completed on all tobacco vendors with no sales to a minor.
- There were 137 Title V septic system related inspections follow-ups and plan reviews.
- Electronic back up completed on all of hand drawn septic installations from 1940's through the 1980's.

- 65 municipal employees certified in American Heart CPR/AED's in addition to Fire and Police personnel.
- 96 communicable diseases reported and investigated by the Public Health Nurses.
- Over 7,901 immunizations were administered in FY 10. More than 2,000 persons participated in the seasonal flu immunization clinics. More than 1500 adults received H1N1 vaccine. Mass H1N1 immunizations for 4401 Needham School children in the school setting (53 %).
- More than 2,869 persons consulted the Public Health Nurses for wellness visits. The nurses also provided 155 hours of care on site to employees, valued at \$5,147.
- \$175,000 received from Newton Wellesley Hospital and Mt. Auburn Hospital for CHNA #18 health related activities (8 towns).
- The Traveling Meals Program delivered over 10,375 meals and volunteers provided over 2,770 hours of service to pack and deliver the meals.
- There were 73 pets placed under quarantine by the Animal Inspector.
- The Health Department web page continues to grow and includes application forms, links and educational information. www.needhamma.gov/health.

GRANTS AWARDED AND DONATIONS RECEIVED

- \$125,000- The Needham Coalition for Youth Substance Abuse is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program, for \$125,000 per year, supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use. The Substance Abuse Prevention & Education, Senior Program Coordinator directs the DFC Grant federal grant program as a staff member of the Needham Public Health Department.
- \$34,503- CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings.
- \$5,000- National Association of City and County Health Agencies (NACCHO) development grant to fund Medical Reserve Corps trainings and to fund a part time coordinator position.
- \$5,254- Medical Reserve Corps from the Center for Disease Control
- \$121,075- Human Service grants and donations from state organizations, community organizations and churches to assist needy residents in obtaining fuel, medical care, emergency food, and other emergency assistance as needed. Many residents moved down to 200% of poverty and were eligible for Federal Funds during these hard economic towns.
- \$5,800- Rockets Against Destructive Decisions, (R.A.D.D) the Needham High School student leadership group, was awarded a \$4550.00 Needham Education Foundation Grant for their grant proposal *Rockets Against Destructive Decisions- Education into Action*. This grant proposal encompassed funding for a school wide assembly, operating costs for substance free evening Coffee Houses and a student mentoring program targeted to middle school students. They also received a \$500 Needham High School PTC grant and the first annual Needham Exchange Club Youth Community Service Award for \$750.
- \$500- Substance Abuse Mental Health Services Association (SAMHSA) Town Hall Meeting implementation grant to host the first annual town hall meeting featuring Joseph A. Califano Jr. presenting research and parenting strategies: *How to Raise a Drug Free Kid*.

- \$20,156- Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.
- \$3,570- “FRIENDS” of the Needham Board of Health and Traveling Meals Program, Inc. The group was formed by Needham residents to assist the Health Department in raising and obtaining funds for programs not fully supported by Federal, State and Local Government programs. Funds are used to assist Traveling Meals clients to pay for meals and to assist residents for fuel expenses. Participants must meet federal eligibility requirements or have other demonstrated need. FRIENDS also support Health Department programs and initiatives.
- \$31,530- Volunteer Services provided over 2,770 (approximately equal to \$41,535 in salary) to pack and deliver meals to clients in the Traveling Meals Program.
- \$4,000- Community Health Network Area (CHNA #18 MDPH) grant for the Eat Well Be Fit Committee.
- \$5,750- Donations from Community Agencies for the Needham Coalition for Suicide Prevention Co-Chaired by the Health Department and School Guidance Department.
- \$10,000- Beth Israel Deaconess Hospital Needham sponsored the Healthy Needham 2011 calendar for Needham 300.
- \$1,860- Medical supplies donated to the Health Department by Beth Israel Deaconess Hospital Needham for clinical activities.
- \$50,000- Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention and a grant to train/certify as trainers 18 members of the NCSP and Riverside Community Care staff in QPR.
- \$5,500- Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Health Department.
- \$3,651- Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee.
- \$20,000- MetroWest Health Care Foundation grant for Youth Substance Abuse Prevention and Education.
- \$5,000- Tolman Trust Fund grant for Adult Substance Abuse Prevention and Education.
- \$3,000- Grant funded by the Regional Centers for Healthy Communities for building capacity for the Needham Youth Substance Abuse Prevention Coalition.
- \$350- Community Donations for the Needham Coalition for Suicide Prevention.

EMERGENCY PREPAREDNESS

Increasing concern for emergency preparedness 24/7, emergent and re-emergent diseases, and new environmental regulations require that the Health Department sustain and increase its environmental oversight, emergency response and broad-based training programs. Emergent and re-emergent infectious diseases, such as: H1N1, Eastern Equine Encephalitis, SARS, West Nile Virus, Lyme Disease, Rabies and Tuberculosis, reaffirm the need for strong oversight by the Health Department and prompt investigation of all disease reports. These threats require greatly increased coordination between town departments and local communities. Because of the threat of bioterrorism, the department will increasingly be called upon to support police and fire departments in planning for incidents and addressing community concerns. Activities during the past year include:

- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Sub-Region 3 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton). Quarterly communication drills completed.
- 4B Sub-Region 3 Full Scale Exercise – Scenario measles outbreak in Wellesley.
- Passed Center for Disease Control Technical Assessment Review of Emergency Response Plan and Federal Annual Medical Reserve Technical assessment.
- Participate in MAVEN (Massachusetts Virtual Epidemiological Network). This online technology provides early response to communicable disease prevention and surveillance.
- Medical Reserve Corp Emergency Notification Drill provided to 194 Needham members. 194 contacted in under 4 minutes using Town Swift Reach Emergency Notification System.
- Training on Safety and Emergency Guidelines and exercises for Municipal Employees coordinated with Fire and Police for all employees at the PSAB Building.
- 24/7 coverage for emergencies maintained.
- The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns and participated in regional and sub-regional exercises. Health Director is a member of the 4B Executive Board. Best Practice presentation to Region 4B Needham on Safety and Emergency Guidelines for Municipal Employees.
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet bi-monthly with town departments, local hospital, businesses, the media, and residents.
- All staff trained as defined by Homeland Security in Incident Command and National Incident System 100, 200, 300, 400 and 700.
- The Needham Medical Reserve Corp has expanded to 198 volunteers in Needham and to over 1,000 in Sub-Region 3 (Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood).
- Four Emergency Dispensing Sites have been identified in Needham and registered with the Massachusetts Department of Public Health and Center for Disease Control in the event of an emergency.
- Communication drills including two CDC/HHAN emergency communications drills, two 4B Peer Leader communication drill, and quarterly 4B communication drills.
- Homeland Security Southeast Council Steering Committee on Pandemic Influenza Tabletop with a focus on Unified Command during a surge with Fire, Police, Town Administration, local hospitals and Public Health.



SUBSTANCE ABUSE AND PREVENTION EDUCATION NEEDHAM COALITION FOR YOUTH SUBSTANCE ABUSE PREVENTION, NCYSAP

VISION

Needham is a cohesive community that supports all of our youth to grow and develop to be substance free and healthy in mind, body and spirit.

MISSION

The Coalition incorporates a collaborative, community based and data driven prevention approach to reduce alcohol, marijuana and other drug use among Needham youth. Through community education, partnership and strategic action we will decrease the risk factors and

increase the protective factors associated with substance use to enhance the health and safety of our youth.

The cornerstone of an effective community substance abuse prevention effort is a coalition comprised of leaders and stake holders from key sectors of a community including: parents, youth, business leaders, law enforcement, school and public service officials, health care professionals, faith-based organizations, media, youth serving representatives, state and local government agencies, social service providers and other community representatives. Our Coalition meets the second Wednesday morning of each month at the Needham Public Library sharing an open and honest dialogue on the high risk behaviors and substance use and abuse issues confronting Needham youth. This year we held nine meetings that were regularly attended by 20-25 Needham community leaders, parents and youth.

NCYSAP members discuss the biological, psychological and legal consequences of underage substance use and how their prevention work can positively impact Needham youth and adults. Research shows that multi-sector, multi strategy approaches to substance abuse prevention, implemented by community coalitions, reduce alcohol and other drug use significantly. Our members are committed to implementing *Environmental Prevention Strategies* that impact access and availability, policy and enforcement, media advocacy and community norms; this year over 20 coalition members attended a three hour training program on this evidenced based community prevention model.

On June 12th in partnership with the Needham Police Department, our coalition successfully sponsored our first Medication Take Back- Disposal event for the Needham community. This collaborative initiative, implemented to reduce the risk of potential poisonings, environmental pollution, and prescription drug abuse associated with improper medication disposal and storage, resulted in the “Take Back” of over 26,100 prescription medication pills and 12,210 over the-counter medications. A permanent medication disposal safe is now located in the Needham Police Department lobby accessible 365 days a year, 24 hours a day for Needham residents to dispose of their unused, unwanted and expired prescription and over the counter medications.

Youth connection and membership in the NCYSAP has increased dramatically during the past year through the dedication of students from the Needham High School group, Rockets Against Destructive Decisions (R.A.D.D.) The Substance Abuse Prevention & Education Coordinator serves as the adult advisor to the group supporting their efforts in sponsoring substance free activities. R.A.D.D members participated in monthly NCYSAP meetings sharing their goals to create a cultural shift in their peer’s beliefs around the normalization of underage substance use in social settings through the establishment of fun, substance free activities. The group successfully coordinated a Wii Game night and a Coffee House that featured local bands and an open mic night. These innovative events were attended by over 100 Needham youth.

Adult NCYSAP members have embraced the youth participants’ goals, offering support for their activities which has fostered a solid foundation of collaboration between youth and adults, a vital component in successful community prevention. Community support for the R.A.D.D students’ mission has been strong with the group receiving grants from The Needham Educational

Foundation, The Needham High School PTC and the first annual Needham Exchange Club Youth Community Service Award.

The NCYSAP is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use. The Substance Abuse Prevention & Education, Senior Program Coordinator directs the DFC Grant federal grant program as a staff member of the Needham Public Health Department. To comply with first year grant requirements the Coordinator attended the three week Community Anti-Drug Coalitions of America (CADCA) National Institute training program in addition to the three day New Grantee meeting sponsored by the ONDCP and SAMHSA in Washington, D.C.

A part time DFC Grant Program Coordinator was hired in January 2010 as a staff member of the Needham Public Health Department to support the mission of the NCYSAP. The Program Coordinator attended two weeks of the CADCA National Institute training program focused on building coalition capacity and sustainability.

SUBSTANCE EDUCATION AND PREVENTION- ADULT ~YOUTH RESOURCES AND REFERRAL

Significant research during the last ten years has led to a deeper understanding of substance abuse, addiction and chemical dependency. Currently 16-20 million Americans are addicted to alcohol, or abuse it regularly; one in four will have an alcohol or drug problem at some point in their lives. Substance abuse is recognized as a chronic disease of epidemic proportions with physical, psychological, emotional and spiritual elements that require continuing and holistic care. Access to quality resources provides the foundation for individuals to take the initial step in seeking treatment for dependence and addiction.

The Needham Public Health Department is committed to moving the adult community toward seeking resources for counseling and treatment support and away from the feelings of shame traditionally attached to substance abuse which inhibit action. Through a combination of community outreach programs and confidential assessment, via phone or direct meeting, our department provides educational information, referrals for inpatient treatment, and outpatient counseling support. It is our hope that adults in need will continue to contact our office for resources for themselves and/or their children who are facing substance use issues.

Our community awareness messages will continue to educate adult residents regarding the impact of substance abuse, the signs and symptoms of addiction and the benefits of recovery programs. Substance abuse treatment and recovery programs can be as effective as medical treatments for other chronic health conditions.

To support Needham parents of adolescents as they navigate the teen years, our department piloted two parent group program options. *Please Stop the Rollercoaster* parent book group, a peer facilitated guided workbook group for parents of adolescents 13-18 years old, and the *Guiding Good Choices* parent groups, a SAMHSA approved Evidenced Based program for

parents of adolescents 9-13 years old were introduced through multiple media sources. These programs teach strategies for enhancing communication patterns, effective family management, and increasing family bonding as well as provide insight into normative adolescent development, the impact of substance use on brain development and data on self reported youth risk behaviors.

Building awareness of our programs has included *Meet and Greet* sessions with the Substance Abuse Prevention & Education Coordinator at the Charles River YMCA, The Council on Aging, and at numerous youth and parent programs sponsored by the Needham Public Schools. We have presented educational programs to over 200 individuals including, medical professionals at Beth Israel Deaconess Hospital Needham, members of Needham clubs, fraternal groups, Veterans' organizations and The Council on Aging regarding healthy lifestyle choices, substance use and suicide prevention through the QPR Program.

We have utilized print, on-line and cable television media to share topic specific programs such as: prescription drug awareness, alcohol awareness, environmental prevention, medication disposal and effective parenting practices. Throughout the year, The Needham Channel has broadcast two parent skill building presentation programs, a social host liability presentation and a substance abuse prevention program featuring experts in the fields of adolescent development, substance abuse and addictions over 260 times. This cable outlet has also broadcast six informational PSA's on substance abuse over 500 times in addition to sharing our messages on their Newscast and Community Bulletin Boards. The Needham Times, Hometown Weekly and the Needham PATCH have published five informational articles on substance use and prevention, five press releases and seven announcements in their print and on-line editions. We communicate substance use educational information and support resources to parents electronically through multiple email lists and the Public Health Department web pages at: www.needhamma.gov/health/substanceabuse.

PUBLIC HEALTH NURSING

The Public Health Nurses continue with disease investigation and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. Provide residents and town employees with education and the opportunity to adopt healthier lifestyles through:

- Wellness Clinics/Blood Pressure checks, Nutritional and other health related counseling
- Education on communicable disease, personal illnesses and disease prevention

The Needham Health Department provides community outreach through speaking engagements with community groups, the local hospital, and town employees. Health Matters articles are published monthly and local cable spots are done periodically. The focus of these programs is to keep our community updated and educated on the constant changes in Public Health. The Public Health Nurses also serve on several local committees, such as Early Childhood Committee, Beth Israel Deaconess Infectious Disease Committee, TRIAD, Domestic Violence Action Committee, Needham Coalition for Suicide Prevention and the Local Emergency Planning Committee.

The Public Health Nurses license and conduct health and safety evaluations for summer camps and tanning parlors within the community. They coordinate human service programs such as the

Federal Fuel Assistance program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community. They also inspect/quarantine animals as necessary.

The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 198 qualified and enthusiastic volunteers to serve as members of a response team for local and regional emergency health situations such as dispensing medication or vaccinating the Needham population.

COMMUNICABLE DISEASE

The following communicable disease statistics represent those reported in the last three years, along with some of the screening programs and activities performed during the year:

	FY 2008	FY 2009	FY 2010
Babesiosis	3	4	1
Campylobacter	10	3	2
Cryptosporidia	1	2	0
Cyclosporiasis	0	1	0
E-Coli	1	0	1
Ehrlichiosis	1	0	2
Enterovirus	0	1	2
Giardiasis	4	0	9
Haemophilus Influenza	1	0	2
Hepatitis A	1	0	0
Hepatitis B	5	1	5
HGA (Human Granulocytic Anaplasmosis)	0	1	0
H1N1	0	8	2
Legionnaire's	1	0	1
Listeria	0	1	0
Lyme Disease	42	64	44
Meningitis(asceptic)	0	1	1

Pertussis	6	1	0
Salmonellosis	6	6	2
Shigella	0	0	1
Strep A (GAS)	0	1	3
Strep Group B	0	1	2
Strep Pneumonia (Inv.)	3	4	3
Toxoplasmosis	0	1	2
Varicella	11	7	8
Yersinia	0	1	0
TOTAL	98	114	96

SCREENING PROGRAMS

	FY 2008	FY 2009	FY 2010
Employee Office Visits	225	155	164
Employee Wellness	1228	1603	1811
Mantoux Testing	141	188	90
Police Weight Screening	46	63	42
Skin Cancer Screening	48	40	48
Wellness Office Visits	936	647	617
Wellness Clinics - Visits	350	295	277

IMMUNIZATIONS

	FY 2008	FY 2009	FY 2010
Influenza Doses Administered	4,340	1960	1960
H1N1 Doses Administered			5900
Other Immunizations Administered	64	56	102

LICENSED FACILITIES

	FY 2008	FY 2009	FY 2010
Day Camps	8	7	8
Inspections	17	10	16

Tanning Parlors	2	2	2
Inspections	5	6	6

HUMAN SERVICE

SENIOR SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past nine years of the program, over 570 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE's goal is to keep Needham's elders living safely in their homes.

FEDERAL FUEL ASSISTANCE PROGRAMS

The Salvation Army Program, "Gift of Warmth" and "FRIENDS" Programs assist those Needham residents who meet specific financial criteria, with payment towards heating and electric bills. Federal Food Stamps for Senior Citizens and disabled individuals only, are available to qualified Needham Residents.

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY 2008	FY 2009	FY 2010
Coordinate Local Assistance (families)*	87	149	123
Federal Energy Assistance (families)	85	118	127
Salvation Army (families)	31	14	14

*Funds/services contributed by local human service agencies and houses of worship

ANIMAL INSPECTIONS

ANIMALS QUARANTINED FOR EXPOSURE TO POTENTIALLY RABID ANIMALS

	FY 2008	FY 2009	FY 2010
Cats (45-day quarantine)	19	24	18
Cats (6-month quarantine)	9	9	20
Dogs (45-day quarantine)	9	4	10
Dogs (6 month quarantine)	0	0	1
Cat/Human	3	2	5
Dog/Human	11	18	19
Dog/Dog	4	2	7
Bat/ Human	2	10	5
Raccoon/Human Exposure	0	0	13

ENVIRONMENTAL HEALTH

Environmental health activities are determined by public demand, legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public health protection objectives.

The Environmental Health Agents protect the public's health by monitoring and regulating a variety of establishments throughout town. They license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, massage establishments, public/semi-public pools and special purpose pools, a bottling company, and establishments that use sharps within the community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs, etc.)

The agents also actively review proposed plans and conduct inspections of new/upgraded Title V septic system installations or repairs. They also inspect Chapter II sanitary housing units, subdivisions (for off-street drainage bond release requests), and follow-up on a variety of complaints (food/nuisance/housing). They review new or renovated food establishment design plans, additions or renovations to homes on septic system plans, new pool design plans for semi-public pools, demolition applications, septic hauler/installer permit applications, and well permit applications (irrigation and monitoring). They also review domestic animal permit applications and conduct inspections/quarantine animals as needed. Quarterly tobacco compliance checks and 6-month inspections are conducted along with responding to work place smoking complaints.

The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond to environmental emergencies. Another primary focus is to improve community awareness of public health issues and to help reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable slots, on-site trainings, and by providing in-house brochures and State/Federal website links which contain up to date public health information. They continue to actively serve on committees in town. And they continue to be involved in a variety of seminars and on-going training sessions to remain apprised of today's public health issues.

INSPECTIONS AND REVIEWS

	FY 2008	FY 2009	FY 2010
Carbonated Beverages	1	1	1
Food service: inspections/ plan reviews/complaints	709	689	707
New Trans Fat regulation follow-ups			376
Chap. II housing inspections/follow-ups	18	11	22

General nuisance complaint follow-ups	84	89	89
Title V system inspections, plan reviews, and home additions	177	156	137
Title V systems installations	9	6	4
Subdivision field inspections/plan reviews	30	33	35
Swimming pool inspections	11	10	19
Suspect food borne illness reports submitted to state	2	1	0
Demolition reviews	89	86	86
Tobacco compliance: checks and inspections	166	130	116
Hotel inspections (rooms)			50

LICENSES AND PERMITS

	FY 2008	FY 2009	FY 2010
Animal Permits	5	6	6
Bottling Plant Licenses	1	1	1
Food Establishment Licenses	138	140	144
One-Day & Temporary Event Permits	85	76	102
Mobile Food Licenses	5	4	5
Septic Hauler Permits	14	13	14
Subsurface Sewage Installer Permits	16	18	15
Tobacco Sales Permits	15	14	11
Caterers	2	2	3
Disposal of sharps permits	9	8	7

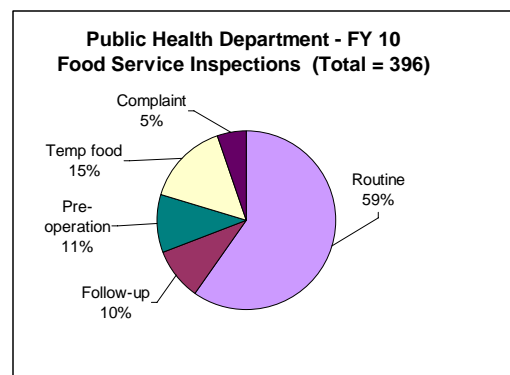
ADDITIONAL PERMITS

	FY 2008	FY 2009	FY 2010
Funeral Directors' Licenses	3	3	3
Burial Permits	481	433	477

Following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

THE TRAVELING MEALS PROGRAM

The Needham Health Department's Traveling Meals Program is in its 39th year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents. This year, July 1, 2009 through June 30, 2010, our



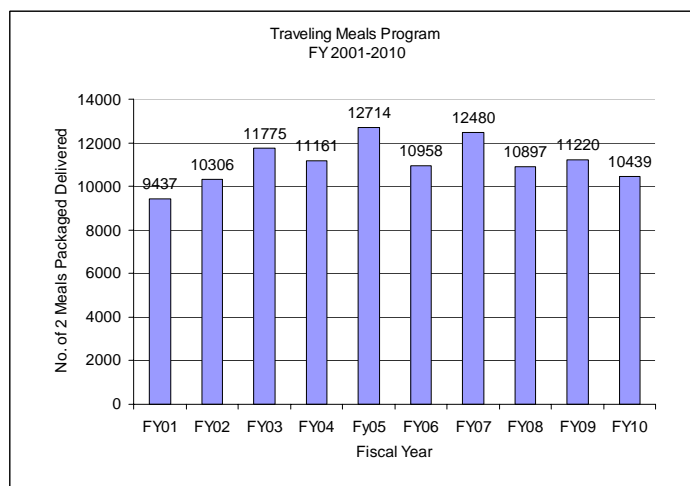
dedicated and committed volunteers packed and delivered 10,375 meals (2 Meal Packages).

Beth Israel Deaconess Hospital Needham prepared these meals and their generous commitment to the Traveling Meals Program made it possible for this Program to continue to provide a 2-meal a day plan; a cold meal (milk, sandwich on wheat bread, juice, fruit and dessert) and a hot meal with roll and butter at a cost of \$4.75.

Donations from the “FRIENDS” of the Needham Board of Health and Traveling Meals Program along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for 18 of our Needham residents needing assistance.

This Program is available to any Needham resident that is homebound and meets the following criteria:

- Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
- Living alone in their home with lack of support of family or homemaker services.
- Unable to drive.
- Needs the assistance of the Program for a minimum of 2 weeks.



The Town of Needham supports children, families and adults by providing funding to Riverside Community Care. Through this funding, Riverside provides a continuum of mental health and related services as a payer of last resort. Many of Riverside’s programs and services are located and delivered within the Town of Needham. In fiscal year 2010 Riverside provided services to 380 Needham residents.

The Riverside Early Intervention Program provided service to 140 developmentally at-risk Needham children, age birth to three years enrolled in the program. The Early Intervention Program runs 9 different community-based groups for both children enrolled in EI and

infants/toddles from the local community as well as a therapeutic pre-school group for local preschoolers who have ‘graduated’ from EI. The EI staff work and consult in a number of home-based and center-based childcare programs in Needham.

Three Riverside Outpatient Centers provided 2,366 visits to 111 clients, two day treatment program provided 942 hours of service to 9 clients, and our Partial Hospital Program provided 547 hours of treatment including individual, group, family counseling and/or medication services to 2 Needham residents. Treatment issues include behavioral interventions for cognitively disabled adults, severe, persistent, chronic mental illness, parent/child relationship, school problems, substance abuse, employment issues, domestic violence, traumatic events and a spectrum of complex adolescent mental health diagnoses.

The Riverside Emergency Service Team provided emergency response to 72 Needham residents and overnight crisis stabilization services to 4 Needham residents with mental health and/or substance abuse emergencies. Of those, the presenting issues included suicidal ideation, self-inflicted wounds, assaultive behaviors, and substance abuse and dependence. The Riverside Emergency Services Team contracts with the Beth Israel Deaconess Hospital to provide psychiatric coverage in the hospital emergency room, thus making it easier for Needham residents to receive psychiatric emergency services closer to home.

The Riverside Alternative Youth Services Program (AYS) serves teens and their families who faced crises with alcohol and drug abuse, serious and destabilizing family conflict, eating disorders and/or other serious emotional problems. For FY 2010 Riverside AYS staff provided 639 hours of service to 16 clients and their families in Needham, in addition to providing 41 hours of consultation to school staff, suicide prevention and counseling services in the school. Riverside has continued to be actively involved in suicide prevention efforts in Needham. Jim McCauley has continued to serve on the “adult” subcommittee of the Needham Coalition for Suicide Prevention. In addition, Riverside continues to have a psychologist regularly consulting to faculty, students and parents at Needham High School. During the past school year Riverside provided one day per week of onsite mental health services in the school and evaluation and referral services to 8 middle and high school age students who were deemed “at risk.”

The Riverside Life Skills Center provided intensive clinical day treatment services to 6 Needham adolescents who were temporarily unable to function in a school setting and/or at home due to severe emotional problems; all of those students received tutorial services through the Life Skills Center, contracted by Needham Schools.

The Riverside Family Partnership offers short-term, home-based family therapy, youth outreach, and crisis stabilization for youth and their families. This past year, two Needham families received several months of intensive services through the Family Partnership Program. As part of an expansion of home-based services across the Commonwealth, Riverside in FY 2010 served an additional 10 Needham families.

2010 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES

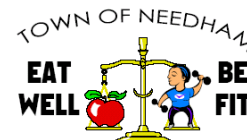
The Charles River Center provided the following services for people with cognitive and other developmental disabilities and their families in the Town of Needham and many surrounding towns during 2009 and 2010.

- Residential Services – Group Homes; Supported Apartments to over 115 individuals.
- Vocational Training, Job Placement and Support to 160 individuals.
- Therapeutic Day Services & Senior Citizen Day Supports including nursing coordination, occupational, physical, music and speech therapies, social and recreational services to 103 individuals.
- After school, weekend and school vacation services to over 50 school age children.
- Applied Behavioral Analysis to individuals on the Autism Spectrum, and consultation to their families and school system personnel.

The Arc of Charles River, a service of The Charles River Center, provides information and referral services, legislative advocacy and educational seminars on topics designed to help member families of individuals with intellectual and related developmental disabilities. Our Arc also supports our State and National Arc's in a broad array of efforts on behalf of the people we support.

For a complete Annual Report contact:
The Charles River Center, Development Office
59 East Militia Heights Road
Needham, MA 02492

EAT WELL/BE FIT NEEDHAM COMMITTEE



A community based health and wellness initiative designed to increase awareness of, and to implement programs that address the healthy balance of nutrition and fitness, in keeping with the initiatives goals. The mission of Eat Well Be Fit Needham Committee is to provide for the Needham community, the educational, motivational, and strategic tools necessary to raise the level of awareness about the importance of health, proper nutrition and physical activity, and to create opportunities for the Needham community to act upon that heightened awareness, in pursuit of optimal health status.

This town-wide committee, which started 8 years ago, is composed of concerned professionals consisting of the Needham Health Department, Needham Public Schools, Beth Israel Deaconess Hospital Needham, Nutritionists, Physicians, Needham Park and Recreation Commission, the Massachusetts Department of Public Health and local residents and businesses.

Activities included:

- \$4,000 CHNA Grant (FY'10) – Needham Health Department Committee developed in 2002. Facilitation, administrative and financial support from the Health Department. Grant expired March 31, 2010. (Activities are still continuing as we actively look for additional funding.)
- Grant activity summary presented to CHNA on Jan. 20th. Final Grant wrap-up presentation is scheduled for June 15th.
- Cooking Shows w/Needham Cable -

- Cooking For One or Two - Harvest Soups – Done 9/25/09
- Kids Cooking – Done 12/16/09
- What’s For Dinner Tonight? Recipes – Spaghetti squash w/ Chickpeas and Moroccan spices and green beans w/ garlic - Done 3/30/10.
- Show taped with kids on June 1st – Recipes – A white bean and avocado wrap with purple cabbage slaw, and a zucchini frittata.
- “What’s For Dinner Tonight?” Project – Project now up and running at Sudbury Farms. Eye-catching display poster in the front of the store, which holds the recipe cards. Ingredients for recipe are marked throughout the store. (Will promote a new healthy recipe every month and a half.)
 - 1st Recipe – Spaghetti Squash with Moroccan Spices/Green Beans with Garlic
 - 2nd Recipe – Grilled Veggie Salad
- “Healthy Tips” on back of monthly school lunch menus (on-going).
- Health and Wellness PSA’s developed once a month, taped by the Needham Cable Channel. These PSAs are being aired every month, multiple times a day, for 12-months, on a variety of health and wellness topics. (See topic list below.)

PSA Topics

- 12 Months of Health Topics
 - John (YMCA) – February: National Cancer Prevention Month
 - Jackie (CATZ) – March: National Nutrition Month
 - Jackie (CATZ) – April: Foot Health Awareness Month
 - Tad (Needham Bikes) – May: National Bike Month/National Physical
- Fitness & Sports Month
 - Dr. Rosenthal – June: Sun Safety.
 - John/Lars (CATZ) – July: National Youth Sports Week (20-24)
 - Jackie (CATZ) – August: Kids Back Pack Safety
 - Kate & Debbie – Sept.: Farm Safety & Health Week (20-26)/Fruit &
 - Veggies – More Matters
 - John (YMCA) – October: Healthy Lung Month
 - John (YMCA) – November: American Diabetes Month
 - Mimi and Ruth – December: National Hand washing Awareness Month
 - Jackie (CATZ) – January: PSA wrap up
- EWBF 3rd Annual ‘Needham Springs into Action’ walking week – Took place week of May 3 – 8, 2010. For each day during that event week a different event centered around nutrition or physical activity was promoted by different town departments, local businesses and organizations (i.e. Seth Bauer, Needham Public Schools, YMCA, Park and Recreation, Council on Aging and Volante Farms.) It was a great event week! The schools had the highest walk to school numbers to date!
- In the process of developing a collaboration with leader of Needham Bikes. Successfully coordinated our walking week with his groups’ activities, which will also be scheduled throughout the month of May 2010.
- Monthly articles on a variety of healthy eating and exercise topics published in the Needham Times.
- July 2009 – ‘Safe Handling of Raw Produce’
 - Aug. 2009 – ‘Food Allergies’

- Sept. 2009 – ‘Food Safety’
- Oct. 2009 – ‘Be a Fit Kid’
- Nov. 2009 – ‘How to Keep Your Weight Down During the Holidays’
- January 2010 – ‘Exercise Injury Free for your New Year’s Resolution.’
- February 2010 – ‘Safe Routes to School.’
- March 2010 – ‘Nutrition 101.’
- April 2010 – ‘Youth Sports: Thinking about the Consequences.’
- May 2010 – ‘The Importance of Water.’
- June 2010 – ‘One and Two Mile Solutions for Needham’
- In process of collaborating with Healthy Needham 2011 committee.
- Committee actively promoting the public schools', 'Safe Routes to Schools/Walk to School Programs' (i.e. National Walk to School Day, Walking School Bus, Walk Across America, etc.). All schools currently involved with a walking program due to the hard work of this committee.
- Continue to collaborate with other towns on a variety of health and wellness initiatives.
- Continue to work with restaurants on healthier alternatives to products that contain trans fat. On-going checks/trainings during routine 6-month inspections.
-



DOMESTIC VIOLENCE ACTION COMMITTEE

The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department. DVAC is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services. The Police Department and the Health Department Co-Chair the committee.

Activities have included:

- Sponsored training for NHS teachers on bullying by Elizabeth Englander.
- “Doin the Right Thing” (through Deanna’s Educational Theater) to Pollard 7th grade 400 students.
- Sponsored Yellow Dress (through Deanna’s Educational Theater) for NPS students and parents.
- Self-defense classes for women – Rape Aggression Defense (R.A.D.).
- Annual “Take Back the Night”- an international rally and march that is organized with the purpose of unifying women, men, and children in an awareness of violence against women, children and families.
- Take Back The Night – car wash, presentations to service groups in Needham, Grant writing
- Dissemination of educational information and displays at Fourth of July, Flea Market and Town Day Fairs.
- \$500 Scholarship to graduating Needham High School Senior.
- Safety Whistles designed, purchased and distributed at displays at the Sidewalk Sales Day and Harvest Fair.

- Flyer developed and sent to all municipal employees for Domestic Violence Awareness Month.
- Preview on new video on sexual assault for use in the community and schools by the Community Partnerships to Prevent Child Sexual Abuse (CAP).
- Holiday Gift Card Donation for shelter residents – REACH Beyond Domestic Violence - \$400.
- Mother’s Day fundraising for committee activities and furnishing of one shelter bedroom at REACH. Collaborating with Needham Housing as well as Needham High School Student for developing a Mother’s Day Mailing card.
- Cell Phone Recycling Program with Shelter Alliance.



NEEDHAM COALITION FOR SUICIDE PREVENTION

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of four young people. It is a broad based coalition of 35 members reaching out to our town’s diverse constituencies across the age continuum. We believe that suicide is preventable if we work together. Please see the following websites for a detailed report on the committee’s efforts at:

<http://www.needhamma.gov/health/ncsp> and for information on suicide for all ages please see the following link <http://www.needhamacts.org>

OTHER

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) is a regional planning agency serving the people who live and work in the 101 cities and towns of Greater Boston. With a mission to promote smart growth and regional collaboration, MAPC’s work is guided by our regional plan, “MetroFuture: Making a Greater Boston Region.”

This year, we have increasingly focused our work on helping municipalities to collaborate across city and town borders, to achieve savings through new efficiencies, to capitalize on the existing and multifaceted resources of Greater Boston, and to explore innovation in unexpected ways. As fiscal challenges have intensified at the local level, MAPC has amplified its commitment to partnering with cities and towns in offering progressive solutions. We’re expanding our reach into new areas – from the federal policy arena, to green energy development, and interactive gaming as a tool for community engagement – while keeping an eye toward preservation, sustainability, and responsible stewardship of our shared resources. In every effort we undertake, MAPC works toward a more equitable, livable Greater Boston region.

This year, we are heartened to have the Obama Administration’s support for the smart growth ideals put forth in our regional plan, MetroFuture. We are honored to be among a select group of

grant recipients from the Sustainable Communities Partnership, a new federal collaboration among HUD, the EPA, and the U.S. Department of Transportation. With this grant, MAPC can go further in promoting sustainable development in Greater Boston.

The coming year will bring the first activities under the grant, which could total more than \$4.5 million over three years when matching commitments from regional foundations are included. The Metro Boston Sustainable Communities Consortium – which includes municipalities, non-profits, and institutional allies – will oversee our work under the grant. The heart of the work plan features several illustrative projects poised to benefit from Sustainable Communities funding.

They include:

- Enhancing the **Fairmount transit corridor** through Dorchester, Mattapan and Hyde Park in Boston.
- Engaging the Asian communities in **Chinatown, Quincy, and Malden** in planning efforts.
- Creating an anti-displacement strategy for residential areas along the planned **Green Line extension** in Somerville.
- Identifying priority preservation and development areas along the **Route 495/MetroWest corridor**.
- Studying office park retrofit potential for the **Framingham Tech Park**, and exploring opportunities for linkage to the downtown commuter rail station.

All of these initiatives – and others that will be added as the program develops – will help the region to plan and grow responsibly, with a focus on future stewardship of our shared resources. In addition to this local work, MAPC will develop tools and models, build skills and capacity throughout the region, design and advocate for smart growth policies in state and local government, and track the region's progress through a **Regional Indicators Program**.

At the core of our mission is serving as a resource to our member municipalities. One of the most important ways MAPC serves cities and towns is to foster forward-thinking economic development opportunities. In 2011, we are focusing much of our economic development work in **clean energy and local business development**.

MAPC links federal resources to emerging green technology start-ups like the Fraunhofer Center for Sustainable Energy Systems. Fraunhofer is a non-profit applied research and development laboratory located in the heart of Boston's Innovation District on the South Boston waterfront, dedicated to the commercialization of clean energy technologies. We also provide support and advocacy for emerging business incubators such as the Cleantech InnoVenture Center in Lynn. This business incubator is designed to reduce the start-up expenses of small clean technology companies, while accelerating the time it takes to transform a research idea into a marketable product.

In Gloucester, MAPC is helping to build a cluster of **marine research institutes** on and around the harbor – adding strength to a historic fishing-based economy. We are also working with the Dorchester Bay Economic Development Corporation to place job training facilities within

walking distance of neighborhoods in need, and to provide skill-based training in partnership with larger businesses that are seeking trained employees.

MAPC also plans to unveil a web-based business development tool that will allow cities in Greater Boston's urban core to market hard-to-sell commercial and industrial real estate to appropriate buyers. The website, **Choose Metro Boston**, can be found at www.choosemetroboston.com.

Our energy planning will continue to grow as we start developing energy strategies for Chelsea and Revere, and as we explore similar opportunities across the region. All our green energy work is guided by our **Green Energy Campaign**, which is an effort to achieve the energy goals of MetroFuture by building local capacity, increasing energy efficiency, and developing alternate energy resources. In the coming year, proposed energy-related projects include developing a regional ESCO, or Energy Services Company, which would provide comprehensive energy efficiency services for multiple municipalities and school districts; developing a site suitability assessment for wind or solar energy on closed landfill and brownfield sites; and creating a regional energy manager service, which would provide MAPC staff support for a wide range of local energy work.

In many municipalities, MAPC can best help to achieve smart growth goals through targeted **zoning bylaw work**. This year, MAPC worked with the town of Littleton Planning Board, Board of Selectmen and a faithful cadre of concerned citizens over several months to draft, review and finalize two zoning bylaws: a new Village Common zone, and an Overlay zone.

The Village Common zone created a new business district along Routes 119 and 110, where mixed use development will be allowed so long as new design guidelines are met. In the Overlay zone, created along Route 119, a vacant 90-acre site once owned by Cisco Systems may now be more easily redeveloped. MAPC presented the zoning changes at Town Meeting, helping to usher the bylaws toward adoption. Both zoning changes will help the town control and attract development consistent with both MetroFuture and the community's vision.

The **District Local Technical Assistance (DLTA)** program is another essential vehicle for helping communities to achieve such goals. DLTA is a state funding program that helps cities and towns to collaborate regionally on housing, economic development, and environmental protection projects. The funding can also be used to help municipalities to coordinate and more efficiently deliver local services. 2010 was by any measure a prolific year for DLTA-funded projects in municipalities throughout the region.

There were a total of 19 projects approved for funding this year – 10 in land use planning, and nine in municipal services. More than two dozen communities received help from MAPC on land use planning projects thanks to DLTA funding, the majority involving research or drafting local zoning bylaws. There are 39 cities and towns currently participating in municipal services projects, such as examining how to save funds or provide expanded services by sharing engineering staff, public health offices, and even ambulances. Since many of these projects affect multiple municipalities, the total number of cities and towns served is 57 - a record high for the program.

With DLTA funding, MAPC and the MetroWest Regional Collaborative are conducting a **MetroWest Regional Open Space Connectivity** study. This study will coordinate all the individual open space plans among MetroWest cities and towns, allowing open spaces to become linked into an interconnected network that will cross municipal boundaries and serve a variety of regional needs. The study will also identify and prioritize lands that are ripe for protection or acquisition for open space.

Using DLTA funds, MAPC assisted Bellingham in writing a Housing Production Plan in 2010, the first of what we hope will be many such plans crafted by MAPC. **Housing Production Plans** help cities and towns guide local affordable housing developments. Another tool, the Smart Growth Zoning and Housing Act (Chapter 40R), offers financial incentives to encourage cities and towns to zone for compact residential and mixed-use development in smart growth locations. These districts are catching on slowly across Eastern Massachusetts, and MAPC is currently working to prepare a 40R District for Sharon.

On the North Shore, MAPC is working with Beverly, Danvers, Hamilton, Ipswich, Salem and Wenham to solicit local input on **Priority Development Areas and Priority Preservation Areas**, as part of a \$68,000 grant from the Massachusetts Executive Office of Housing and Economic Development.

Transportation planning is central to all facets of MAPC's work. The economic vitality of the region is dependent on a strong transportation network, and continued investment in all modes of transportation – roads, bridges, sidewalks, bicycle infrastructure, and public transit – is crucial to Greater Boston's ongoing competitiveness.

MAPC works toward sustainable transportation projects throughout the year, including the **regional bike share system** that is projected to launch in Boston in spring 2011. MAPC is collaborating with Boston, Cambridge, Somerville, and Brookline to link into Boston's system once it is established. The program will provide hundreds of stations, outfitted with several thousand bicycles, throughout the participating municipalities. Designed for short trips, the bike share system will provide a sustainable mode of transportation while extending access to public transit locations across the region. MAPC worked with Boston and the MBTA to secure a \$3 million Federal Transit Administration grant to implement the program in 2011.

In 2010, MAPC unveiled a comprehensive **Pedestrian Transportation Plan** with action steps that cities and towns can take to make their streets more walkable. Both a resource and a guide, the Pedestrian Transportation Plan identifies actions that local governments, advocacy groups, the private sector and individuals can take to increase pedestrian safety and convenience and to encourage more walking. The plan is available on our website, at www.mapc.org/resources/ped-plan.

MAPC is working collaboratively with three towns on the Upper Charles River to help them adapt to a series of new federal storm water regulations. Bellingham, Franklin and Milford were selected this year by the Environmental Protection Agency (EPA) to pilot **stricter storm water regulations**. These regulations are required to reduce unhealthy rates of pollution in the Charles River.

The new regulations will attempt to reduce storm water flow and contaminated runoff into the watershed from private and public properties, which could cost the towns and property owners several million dollars to retrofit existing infrastructure. The regulations may eventually be extended to the rest of the Charles River and other watersheds in the region.

To assist with these challenges, MAPC is working with three towns to explore creation of a storm water utility, a public entity that maintains storm water infrastructure and performs needed upgrades and capital improvements. As with water or sewer utilities, costs are covered by user fees, which are assessed on each property owner that contributes storm water runoff.

Another area in which MAPC aids cities and towns in planning for the future is public safety. As municipal budgets grow tighter, cities and towns are increasingly seeking ways to maintain public safety services in the face of cuts, to build emergency preparedness, and to enhance their expertise by working with neighbors and allies. In keeping with our mission to promote regional collaboration, MAPC has helped to establish **three regional emergency equipment cache sites**, containing reserves of emergency equipment for large-scale use. The three sites – in Beverly, Framingham, and Lexington – help the region to be prepared for a major incident, by providing resources that municipalities most likely could not afford on their own.

The cache sites offer first responders and public safety officials such equipment as shelters-in-a-box, cyanide detectors, cots, illuminated signs, and other tools for disaster preparedness. MAPC works in tandem with NERAC, the Northeast Homeland Security Regional Advisory Council, to offer these vital resources through a federal homeland security grant program.

Throughout this year, despite of several budget cuts, the Metro Mayors Community Safety Initiative worked to maintain a strong police presence in troubled areas of the region through the **Metro Gang Task Force** and through additional patrols funded by the anti-crime **Shannon Grant**. High-risk and gang-involved youth experience intervention and prevention through Shannon Grant-funded programs, including more than 600 out-of-school activities and employment opportunities.

MAPC also helps municipalities to save money through our collective purchasing efforts, which allow cities and towns to make discounted bulk purchases of supplies, equipment, vehicles and more. Since its inception in 1998, the program has assisted dozens of municipal clients in saving millions of dollars. This year, we announced an exciting new partnership with the **Fire Chiefs Association of Massachusetts**, allowing MAPC to act as a collective purchasing agent for fire apparatus. This program has lots of potential to help communities save local dollars on major purchases, while improving the caliber of emergency vehicles and response capabilities.

Another way MAPC is working with NERAC to support emergency planning is through a new **evacuation route planning tool**, which kicked off in 2010. The goal of the program is to create an intuitive mapping application that will provide local emergency responders with critical information during emergencies and evacuations. The project will feature online maps and a mapping application that will let users coordinate evacuations by referencing electronic route maps and resources from inside emergency response vehicles or emergency command centers.

MAPC staff is also working on a first-in-the-nation dataset analyzing **driving patterns, fuel consumption, and greenhouse gas emissions**. Working in collaboration with MassGIS and the MIT Department of Urban Studies and Planning, we will collect and analyze data on vehicle miles travelled and fuel consumption based on odometer readings from vehicle inspection records. The data will help local, state, and regional entities develop effective strategies to reduce transportation-related greenhouse gas emissions and their associated climate impacts. The data also answer MetroFuture's call to focus new development in transportation-efficient locations.

MAPC and WalkBoston are also conducting research on which school districts in the MAPC region have the best potential for encouraging more students to walk to school. This "**Safe Routes to School**" Analysis aims to shift school trips from cars to feet, which can reduce greenhouse gas production, air pollution, and traffic congestion around schools. Several studies estimate that up to 30 percent of morning commuter traffic is actually generated by parents driving children to school. Shifting even a small percentage back to walking could result in measurable reductions in emissions, as well as health benefits for children and community benefits for their neighborhoods. Once the most promising walkable school districts are identified, MAPC and WalkBoston will work with participating municipalities to devise a plan for increasing the number of students who walk to school in those areas.

MAPC, an official **Census Affiliate**, helped promote Census participation throughout 2010, and will continue to monitor the results of the Census as data are released in 2011. As the data come out, MAPC will assist municipalities and non-profit partners with training and technical assistance. Data release schedules, new data and municipal profiles about your city or town, as well as training opportunities, can be found on the MetroBoston DataCommon, MAPC's online mapping tool, at www.metrobostondatacommon.org.

As we work collaboratively and in innovative new ways throughout the year, we are mindful that all we do is guided by our bold regional plan, "MetroFuture."

The development of the MetroFuture plan involved thousands of "plan builders" around the region, a group MAPC is now working to turn into "plan implementers," who will work to advance MetroFuture at the local, regional, and state levels. To engage old and new allies alike, MAPC launched the **Friends of MetroFuture** program with a well-attended open house in January 2010. This program will educate the public about key issues relating to MetroFuture implementation, and will build public energy for the change necessary to achieve MetroFuture's goals. In the past year, the program has sponsored a photo contest, eight speakers on a wide range of topics, and three walking tours in the summer months, with similar activities planned for 2011. Check www.metrofuture.org for the full agenda.

As always, building a constituency for change involves many partnerships with other like-minded organizations. MAPC was a founding member in the **Massachusetts Smart Growth Alliance (MSGA)**, and remains active in its work. This year, MAPC and the MSGA kicked off **the Great Neighborhoods Initiative**, a campaign to link smart growth policy with place-based results. Throughout 2011, MAPC and MSGA will work with several local organizations around the region as they make their neighborhoods into smart growth models.

Finally, building regional support for smart growth principles requires research, expertise, a demonstrated record of local success, and – importantly – a commitment to legislative advocacy. We are proud to be pointing to a demonstrated track record of success both on Beacon Hill and in Washington.

MAPC furthered its agenda of fostering regional collaboration by participating in the legislatively mandated **Regionalization Advisory Commission**. Chaired by Lieutenant Governor Timothy Murray, the commission studied impediments and benefits of regionalization over a broad spectrum of topics, ranging from public safety to energy and backroom office support. MAPC will use the findings of the commission's report to file a comprehensive piece of legislation in the 2011-2012 session, which will incentivize and remove barriers to sharing services across municipal boundaries. Additionally, MAPC and the MSGA were successful for the first time in advancing a piece of **land use reform legislation** favorably out of committee. Passage of comprehensive land use reform will continue to be a major priority for MAPC in the upcoming year.

Check www.mapc.org for news and updates about MAPC's work throughout the year.

NORFOLK COUNTY COMMISSIONERS

Francis W. O'Brien, Chairman

John M. Gillis

Peter H. Collins

To the Citizens of Norfolk County:

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston.

Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

County government is responsible for regional services which include the Registry of Deeds, County Agricultural High School, County Engineering, Trial Court facilities maintenance, Wollaston Recreational Facility, and other departments and services.

A major transition during FY 2010 was the transfer of the County Sheriff's Department to the State, pursuant to the provisions of Chapter 61 of the Acts of 2009. State, County and Sheriff's department staff and elected officials cooperated to implement the changeover, which took effect on January 1, 2010.

The County continued to face the challenges of the continuing national recession. County revenues are directly impacted by the real estate and credit markets, in which conditions continued to be adverse.

The County budget, in addition to adjustments for the Sheriff's transfer, strove to minimize costs while continuing efforts to maintain and improve services. Capital projects continued at County facilities, including preparatory work for the Norfolk County Law Library and other agencies to move to the Norfolk Registry building in Dedham. In cooperation with the Massachusetts School Building Authority, Norfolk County Agricultural High School began feasibility studies for major improvements at its Walpole campus.

As in past years, we wish to take this opportunity to thank the County's department heads and employees, as well as elected officials, both state and local, for all their efforts on behalf of Norfolk County and its communities.

As County Commissioners, we are privileged to serve you.

NORFOLK COUNTY REGISTRY OF DEEDS

The Registry of Deeds is the principal office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents each year, and is a basic resource for title examiners, mortgage lenders, municipalities, homeowners, and others with a need for land record information. The Registry of Deeds has been a vital component of Norfolk County since 1793, the year Governor John Hancock signed legislation creating Norfolk County, also known as the County of Presidents - the home or birthplace of John Adams, John Quincy Adams, John F. Kennedy and George H.W. Bush. The Registry operates under the supervision of the elected Register, William P. O'Donnell. In over two hundred years of continuous operation the Registry's objectives have remained the same: accuracy, reliability and accessibility for the residents and communities of Norfolk County.



Improved technology, security and management of records and increased levels of customer service remain areas of major focus for the Registry of Deeds. Highlights and initiatives for 2010 include:

- A community outreach program that brought Register O'Donnell and the mobile Registry of Deeds to Needham to address the Needham Retired Men's Club on March 23, 2010 and to participate in the Senior Resource Fair on April 29, 2010.
- Free public viewing access for every document including land plans recorded by the Registry since its inception in 1793 via the internet at www.norfolkdeeds.org. The Registry regularly updates and enhances the site to include recent news, trends, press information, and answers to frequently asked questions.
- On Monday, October 19, 2010 Register O'Donnell placed Book 27,047 on the shelf in the Registry's Chambers Records Room representing the 10,000th volume to be bound and made available to the public since Register O'Donnell took office.

- Register O'Donnell was on hand on Wednesday, January 20, 2010 when the first electronically recorded live document came into the Registry. Now that the Registry has completed the electronic recording test phase, O'Donnell, who anticipates making the system available to Registry users in the near future, also said, "The electronic recording modernization initiative is being developed so it will be a viable recording option for Registry users and the general public.
- A continuing technology fund investment in computer hardware in the Registry itself to insure that all who want to access the records can do so.
- The expansion of the internet accessible indexing system back to 1920.
- A full service telephone and walk-in customer service center and the addition of closing rooms and tables to encourage the citizens of Norfolk County to feel comfortable in using their Registry.



Register William P. O'Donnell and First Assistant Richard F. Kennedy record the first electronically submitted document

Needham showed a slight increase in real estate activity in fiscal year 2010 recording a total of 721 deeds, 1% more than in fiscal year 2009. The average price of a Needham real estate sale (greater than \$1,000 - residential and commercial properties combined) stood at just over \$1.1 million. There were 2,142 mortgages recorded in Needham In fiscal year 2010 which translates to a decrease of 11% from last year. Many Needham homeowners also took advantage of their right to record a Declaration of Homestead with 457 new recordings.

NORFOLK COUNTY MOSQUITO CONTROL PROJECT



The operational program of the Project integrates all proven technologies into an Integrated Pest Management (IPM) system of mosquito control and vector management that is rational, environmentally sensitive and cost effective.

Surveillance: Surveys, inspections, and monitoring in support of our program include GIS mapping of breeding areas, larval and adult collections, and fieldwork evaluations leading to better water management. West Nile virus and Eastern Equine Encephalitis have been active in Norfolk County over the past several years which has resulted in an expansion of the surveillance program in collaboration with the Massachusetts Department of Public Health (MDPH), State Laboratory Institute. MDPH has requested that the Norfolk County Mosquito Control Project expand mosquito surveillance across the county for the purpose of detecting viruses in collected mosquitoes as an early warning system for the residents of the county. Considerable manpower has been reallocated to these efforts, which is not reflected in this report. All mosquito eggs need water to hatch and to sustain larval growth.

Water Management Activities: An important component of our IPM approach is the management of shallow, standing, stagnant water, and the maintenance of existing flow systems which if neglected can contribute to mosquito breeding. Site visits, pre and post monitoring, photographic documentation, survey measurements, flagging, accessing assessors information, maintenance of paperwork and electronic forms, communication with and/or meeting on site with residents, town/state/federal officials and maintaining regulatory compliance are all important aspects of this program. In addition to normal drainage system maintenance, Project personnel advise residents on removal of water holding artificial containers on their property for the purpose of eliminating potential West Nile virus mosquito breeding habitat.

Drainage ditches checked/cleaned	7,675 feet	Culverts checked /cleaned	22 culverts
Intensive Hand Cleaning*/Brush Cut	2,115 feet	Mechanized Cleaning	1,980 feet

* Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand

Larval Control: Treatment of mosquito larvae during aquatic development is the next most effective control effort. These applications were conducted after devoting many man hours to collecting larval data which is used for targeting purposes as well as for determining efficacy of these applications. The products used during these applications were Bti (Bacillus thuringiensis israelensis) and Methoprene.

Aerial larvicide applications	376.77 acres
Larval control - briquette & granular applications by hand	5.82 acres
Rain Basin treatments – briquettes by hand (West Nile virus control)	974 basins

Adult Control: The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying, and/or threaten public health. These applications are conducted based on residential complaints as well as by analyzing adult mosquito population data collected from light traps. Additional applications may have occurred following identification of mosquito born viruses such as West Nile virus and Eastern Equine Encephalitis. The product used during these applications was Sumithrin.

Adult control aerosol applications from trucks	4,218 acres
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TOWN OFFICIALS

ELECTED

Assessors

Thomas P. Colarusso
Kevin J. Foley
Damon Borrelli

Board of Health

Peter Stephen Connolly, M.D.
Edward V. Cosgrove, Ph.D.
Stephen K. Epstein

Commissioners of Trust Funds

Patricia Falcao
Joseph P. Scalia
Heydon David Traub (elected 4/13/10)

Constables

Paul F. Hunt
Charles G. Wright

Housing Authority

William DeBear (elected 4/13/10)
Reginald Foster (elected 4/13/10)
Cheryl Gosmon
Peter J. Pingatore (elected 4/13/10)
Sheila K. Pransky (resigned 4/1/10)
Robert Stegman (State Appointee)

Moderator

Michael K. Fee

Park and Recreation Commission

Cynthia J. Chaston
Christopher R. Dollase (resigned 4/13/10)
Thomas M. Jacob
Brian Nadler
Michael J. Retzky (elected 4/13/10)
Philip V. Robey

Planning Board

Bruce T. Eisenhut
Martin Jacobs
Jeanne S. McKnight
Ronald W. Ruth
Sam Bass Warner

School Committee

Joseph P. Barnes
Connie Barr
Heidi C. Black
Marianne B. Cooley
Michael Greis
John O'Leary
William J. Paulson

Selectmen

John A. Bulian
Denise C. Garlick
Maurice P. Handel
Daniel P. Matthews
Gerald A. Wasserman

Town Clerk

Theodora K. Eaton

Trustees of Memorial Park

Dave DiCicco
John Gallelo
Charles J. Mangine
Joseph J. McSweeney
Ron Sockol

Trustees of Public Library

Lois C. Bacon
Rose Doherty
Thomas M. Harkins
Margaret Pantridge
Sally B. Powers
Gregory John Shesko
Lois Sockol

APPOINTED BY THE BOARD OF SELECTMEN

Town Manager

Kate Fitzpatrick

Town Counsel

David S. Tobin

Ad Hoc Insurance Advisory Committee

Richard Davis
David Davison (ex officio)
Niels H. Fischer
Albert H. Shapiro
Paul Winnick

Board of Appeals

Gregory J. Condon
Peter Friedenberg
Howard S. Goldman
Jon D. Schneider
Jonathan D. Tamkin

Cable Television / Advisory Committee

John Fountain
Michael Greis
Tom Loughran
Michael J. Riley
Jonathan D. Tamkin

Commission on Disabilities

Susan Crowell
Debbi Heller
Bruce A. Howell (appointed 9/22/09)
Jeanie Martin
Karen Peirce
Elaine Saunders
Patrice Snellings (associate member)
Andy Wise
Colin (Dale) T. Wise

Conservation Commission

Paul Alpert
Janet Bernardo
Marsha Salett
Carl Shapiro
Sharon Soltzberg
Dawn Stolfi Stalenhoeft
Lisa Standley

Cultural Council

Abby Cheng
Sally Dempsey
Claire Dee Ecsedy
Sheryl Edsall
Lisha Goldberg
Kathleen Leahy
Cynthia Lingley
Claire Messing
Louise Miller

Ann Munstedt
Kathleen Rowe
Suzanne Saevitz
Hallie Sammartino
Robert Whitten, IV

Council of Economic Advisors

Glen Cammarano
Jack Cogswell
Jay Doherty
Denise C. Garlick
Maurice P. Handel
Bob Hentschel
Timothy Kickham
Mark E. Silverman
Matt Talcoff

Golf Course Advisory Committee

Jonathan Bean (resigned 4/27/10)
Roy Cramer
Jane Howard
Michael Mahoney
Erik Pedersen (appointed 9/22/09)
Jon Schneider
Richard M. Reilly

Historical Commission

Carol J. Boulris
John H. Cogswell
Gloria P. Greis
Robert D. Hall, Jr.
Richard C. Hardy
Joel H. Lebow
Sandra Tobin

Human Rights Committee

Christopher A. Baker
Paul F. Dellaripa
Marjorie Lynne Freundlich
Cynthia Ganung (appointed 9/22/09)
Liora Harari
Mike Vaughn
Sandra Walters

Local Emergency Planning Committee

Janice Berns
Paul Buckley
Jim Alessandrini
Bill Arsenault
Seymour Bigman
Kevin Burke
Tom Campbell

Donna Carmichael
Christopher Coleman
Walter Collins
Al Delulio
Mike Fahey
Kate Fitzpatrick
Wolfgang Floitgraf
John D. Fountain
Barbara Flynn
Jamie McWilliam
Eugene Giromini
Alan Glou
Eliza Gregory
Sheila Hamwey
Caley P. Heckman
Jennifer Hitt
Natasha Glusco
John Jackson
John Kraemer
Chip Laffey
Ken LeClair
David Levine
Kathy Lewis
Robert Lewis
Roger MacDonald
Heather MacKay
Joe Mackinnon
Marc Mandel
Ann Martello
Nick Martin
Corey McNulty
Richard Merson
John O'Brien
Robert Osgood
Susan Pacheco
Karen Peirce
Mike Schwinden
Mimi Stamer
Kevin G. Trottier
Annemarie Walsh

**Needham Community Television
Development Corporation (NCTDC)**

Robert Boder
John Fountain
Arnold M. Goldstein
Michael Greis
Tom Loughran
Michael Riley
Robert Stegman
Jonathan Tamkin

**Needham Community Revitalization
Fund Committee**

Carol deLemos
Morris Dettman
Paul Good
Timothy Kickham
MaryRuth Perras

Registrars of Voters

John W. Day
Barbara B. Doyle
Theodora K. Eaton (ex officio)
Mary J. McCarthy

Senior Center Exploratory Committee

Matthew Borrelli
Marianne Cooley
Lawrence Cummings
Carol deLemos
Denise Garlick
Maurice Handel (appointed 6/24/10)
James Healy
Jay Kaplan
Lianne Relich
Colleen Schaller
Mary Elizabeth Weadock

Solid Waste & Recycling Advisory Committee

William Connors
Albert Cooley (appointed 4/6/10)
Jeffrey Heller
Pralay Som
Irwin Silverstein

Taxation Aid Committee

Elizabeth Handler
Patricia Harris
Thomas J. Mulhern
Helen Newton
Evelyn Poness (ex officio)

Technology Advisory Board

Linda Conneely (ex officio)
David Davison (ex officio)
Wade Davis
Thomas Keating
Ann Gulati (ex officio)
Steven B. Handler
Joanne Kossuth (non-voting Tech Advisor)
Roger MacDonald (ex officio)
Michael Mathias (appointed 9/22/09)
Carl Rubin

Town Hall Display Committee

Helen Newton
Fay Remnitz

Traffic Management Advisory Committee

David Callaghan
Anthony DelGaizo
Paul Gordon (resigned 4/14/10)
Lt. John Kraemer
Richard Merson (appointed 7/21/09)
Margaret Murphy (resigned 12/7/09)
Meredith Page
Glen Schneider (appointed 3/9/10)
Sarah Smith (appointed 3/9/10)
Thomas Stokes
Rebecca Turner

Water and Sewer Rate Structure Committee

John P. Cosgrove, Jr.
Tom Loughran
Nick Renzulli
John Tallarico

APPOINTED BY THE MODERATOR

Finance Committee

Matthew Borrelli
John Connelly
Richard S. Creem
Richard Lunetta
Richard Reilly
Steven M. Rosenstock
Michael A. Taggart
Lisa Zappala
Richard Zimbone

Personnel Board

John Dennis
Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta

OTHER APPOINTED BOARDS *(Appointing Authority)*

Community Preservation Committee

Janet Bernardo (*Conservation Commission*)
Carol Boulris (*Historical Commission*)
John Comando (*Board of Selectmen*)
Bruce T. Eisenhut (*Planning Board*)
Reginald Foster (*Housing Authority*)
(appointed 4/1/10)
Mark Gluesing (*Moderator*)
Jane Howard (*Board of Selectmen*)
Brian Nadler (*Park & Recreation*)
Sheila Pransky (*Housing Authority*)
(resigned 4/1/10)
Paul A. Siegenthaler (*Moderator*)

Council on Aging

Scott Brightman (appointed 9/22/09)
Roma Jean Brown
Carol deLemos
James Q. Dolan
Daniel Goldberg
Risa Greendlinger
Susanne Hughes
Andrea Rae
Colleen Schaller
Derrek Shulman
Nina Silverstein
Mary Elizabeth Weadock

Contributory Retirement Board

Kate Fitzpatrick
John P. Krawiecki, by vote of employees
and retirees
Robert Mearls, by members
of the Retirement Board
Evelyn M. Poness
Thomas A. Welch, II, by vote of employees
and retirees

Design Review Board

Eugene R. Bolinger (*Planning Board*)
Mark Gluesing (*Board of Selectmen*)
Richard M. Reilly, Jr. (alternate)
(Board of Selectmen)
Deborah Robinson (*Planning Board*)
Stephen Tanner (*Planning Board*)
Nancy Wright (*Board of Selectmen*)

Future School Needs Committee

Heidi Black (*Parent Teacher Council*)
David P. Coelho (*Board of Selectmen*)
Marianne Cooley (*School Committee*)
Ann DerMarderosian (*Finance Committee*)
James Lamenzo (*Moderator*)
Marjorie Margolis (*Moderator*)
Mary Riddell (*League of Women Voters*)
Roger Toran (*Planning Board*)

Permanent Public Building Committee

(Mixed appointing authority for all)
Joseph Carroll
Stuart Chandler
John J. Keene, Jr.
George Kent
Steven Popper, Dir. Constr. & Renovation
Mark H. Presson
Paul Salamone
Irwin Silverstein

Transportation Committee

Duncan Allen (*Board of Selectmen*)
Richard Creem (*Board of Selectmen*)
Linda Hoard (*Planning Board*)
Jane A. Howard (*Moderator*)
Steven McKnight (*Planning*)
Lida Harkins (*Ex-Officio*)
Denise Garlick (*Ex-Officio eff. Jan 2010*)

Youth Commission

Ariana Chae (*Supt Schools – student*)
Ronnie Haas (*Moderator*)
Jessica Hogue (*Park & Recreation*)
Doug Levy (*School Committee*)
Cathy Lunetta (*Finance Committee*)
Danielle Penny (*Supt Schools – student*)
Vincent Springer (*Police Dept*)
Debbie Winnick (*Board of Selectmen*)

**APPOINTED BY TOWN
MANAGER****Animal Control Officer**

Danielle Landry

Assistant Director of Public Works

Robert Lewis (appointed 8/30/09)

Assistant Town Manager/Finance

David Davison

Assistant Town Manager/Personnel

Christopher Coleman

Director of Emergency Management

Paul F. Buckley, Jr.

Director of MIS

Roger S. MacDonald

Director of Public Works

Richard P. Merson

District Director of Veterans' Services**Veterans' Burial Agent****Veterans' Graves Officer**

John J. Logan, Jr. (retired 4/30/10)

Fire Chief / Superintendent of Fire**Alarms/Forest Warden**

Paul F. Buckley

Inspector of Buildings

Daniel P. Walsh

Inspector of Plumbing and Gas

William Kinsman

Inspector of Wiring

Scott Chisholm

Police Chief / Keeper of the Lockup

Thomas J. Leary

Sealer of Weights and Measures

John Horgan

Supervisor, Garage & Equipment

Stephen J. Hawes

Superintendent, Highway

Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden

Lance Remsen (retired 4/3/10)

Superintendent, Water/Sewer

Vacant

Town Accountant

Michelle Vaillancourt

Town Engineer

Anthony Del Gaizo

Treasurer and Tax Collector

Evelyn M. Poness

Administrative Assessor

Hoyt Davis

Assistant Town Clerk

Helen Atkinson

Director of Public Facilities - Construction

Steven Popper

Director of Public Facilities - Operations

Chip Laffey

Director of Public Health

Janice Berns

Director of Youth Services

Jon Mattleman

Environmental Health Agent

Tara Gurge

Executive Director, Council on Aging

Jamie Brenner Gutner

Library Director

Ann MacFate

Planning Director

Lee Newman

Park and Recreation Director

Patricia M. Carey

**APPOINTED BY ELECTED
OR APPOINTED BOARDS**

**Executive Director, Needham Housing
Authority**

Pamela Clark Allen

Executive Secretary to Finance Committee

Louise Mizgerd (appointed 2/10/10)

Superintendent of Schools

Daniel E. Gutekanst

FISCAL YEAR 2010 TOWN MEETING MEMBERS

At Large 2011

Constance S Barr
John A. Bulian
Thomas P. Colarusso
Peter Stephen Connelly
David C. DiCicco
Rose A. Doherty
Theodora K. Eaton
Michael K. Fee
Denise C. Garlick
Maurice Handel
Daniel P. Matthews
Philip V. Robey
Ronald W. Ruth
Gerald A. Wasserman

Precinct A

2011

Michael A. Cerundolo
Richard S. Creem
John D. Genova
Donald B. Gratz
Karen N. Price
Louise I. Schneider
Irwin Silverstein
Nina Silverstein

2012

Erik J. Bailey
Scott D. Butchart
Cheryl Gosmon
Walter D. Herrick
Leslie A. Kalish
Mary E. Keane-Hazzard
Norman F. O'Brien, Jr.
Nicholas P. Sterling

2013

Alan J. Davidson
Alan S. Fanger
Lee Garf
Christopher A. Maxwell
Rachel B. Miller
Elizabeth M. Sargent
Sylvia Shuman

John R. Wallace

Precinct B

2011

Deborah H. Anastas
William G. Doyle
Cathy M. Freedberg
Scott McConchie
Glenn S. Orenstein
Gerald C. Rovner
Sarah Ann Toran

2012

Damon J. Borrelli
John J. Frankenthaler
David C. Harris
Thomas M. Jacob
Mindy A. Merow Rubin
Kevin T. Pendergast
Steven Rosenstock

2013

George Baierlein
Richard M. Freedberg
Mark Goldberg
James G. Healy
Richard B. Moody
Kim Marie Nicols
Caroline W. Sabin

Precinct C

2011

Paul S. Alpert
Peter A. Alpert
Jan D. Campbell
Mark J. Gluesing
James D. Masterman
Claire Patricia Messing
Sandra Balzer Tobin
Adalaide C. Young

2012

Russell S. Broad, Jr.
Sharyn Areano Greenstein
John H. Haslip
Andrea Longo-Carter
Louise L. Miller

Sheila G. Pransky

Paul B. Tillotson

Lisa W. Zappala

2013

Joseph Barnes
Bruce S. Barnett
Scott M. Brightman
William H. Dugan, Jr.
Lois R. Goldberg
Joel H. Lebow
Allegra W. Lowitt
Caterina Bonadio

O'Connor

Precinct D

2011

Kathryn L. D'Addesio
Roy A. Cramer
Jill S. Daly
Kevin J. Daly
Ann Dermarderosian
Roger B. Hunt
Gregory John Shesko
Ralph A. Toran

2012

Holly Anne Clarke
Cynthia Conturie
David R. Cox
Christopher R. Dollase
Richard S. Mann
Aaron M. Pressman
David J. Sexton
Madeline Ann Wolfeld

2013

Heidi C. Black
Barry Coffman
Bruce T. Eisenhut
Reginald C. Foster
Joshua W. Levy
Kathleen M. Lewis
Thomas F. Soisson
Arthur Walitt

Precinct E

2011

Constance S. Barr
Ann M. Cosgrove
Linda J. George
Jane A. Howard
Ronald W. Ruth
William J. Supple
Sean C. Sweeney
Michael R. Tedoldi

2012

Michelle S. Ardini
Theodore M. Crowell
Lawrence R. Cummings
Paul J. Durda
Kurt M. Mullen
Ford H. Peckham
Philip V. Robey
Paul A. Siegenthaler

2013

Cynthia J. Chaston
Carol A. Fachetti
Irene M. Francesconi
Linda J. Novak
Maryruth Perras
Julie E. Stevens
Martin L. B. Walter
Sam Bass Warner

Precinct F

2011

Gilbert W. Cox, Jr.
Gail E. Davis
Richard W. Davis
John F. Milligan
Michael L. Niden
James Hugh Powers
Deborah S. Winnick
William A. Zoppo

2012

Matthew D. Borrelli
Lawrence J. Cohen
Alexander R. Garlick
Jeffrey D. Heller
Mary Anne MacMahon
Michael McKay

Brian S. Nadler
William J. Okerman

2013

Alison S. Borrelli
Stephen L. Dornbusch
Carl Goldstein
Richard G. Lyons
Steven Markman
Carolyn R. McIver
Jeanne S. McKnight
Jennifer S. Sexton

Precinct G

2011

Susan W. Abbott
Patricia B. Buckley
Fran Gallagher
Kathleen J. O'Keeffe
Jill E. Owens
Barbara K. Popper
Kathleen D. Robey
Susan Welby

2012

Paul H. Attridge
Peter W. Beacham, Jr.
William F. Connors
Michael J. Crawford
Pamela C. Freedman
Thomas M. Harkins
Charlotte B. Sidell
Peter B. Smulowitz

2013

Paula R. Callanan
Richard DeMeis
Fredie D. Kay
Jane O. Johnson
Maureen T. McCaffrey
Craig Scholl
Timothy P. Tierney

Precinct H

2011

Heinz R. Brinkhaus
Robert Y. Larsen
Marjorie M. Margolis
Nancy E. McCarthy

Martha M. McMahon

Paul T. Milligan

Jeffrey S. Shapiro

Joan S. Smith

2012

Julia Satti Cosentino
M. Patricia Cruickshank
Kevin J. Foley
Paul M. Gordon
Elizabeth P. Handler
Jeffrey Kristeller
Lois F. Sockol
Harmony H. Wu

2013

John E. Comando
Richard B. Dagen
Michael Diener
Michael C. Kardok
Laura London
Richard J. Savage Jr
Ron Sockol
Richard A. Zimbone

Precinct I

2011

Paul F. Denver
David Ecsedy
Thomas H Hannigan, Jr.
John P. O'Leary
Paul Robey III
David Paul Supple
Maura O. Walsh
Kathleen D. Whitney

2012

Elaine M. Becker
Joel S. Golden
Wallace W. Johnston
Stephen C. Kagan
Peter J. Pingitore
Nicholas S. Renzulli
Leslie Ann Renzulli
Paul V. Riley
June C. Seraydar

2013

John P. Connelly
Peter Stephen Connolly

Claire Dee Ecsedy
David J. Escalante
Thomas W. Higgins
Jill C. Kahn-Boesel
Lorraine M. Murphy
Nancy E. Sexton
Rachel Ann Weinstock

Precinct J

2011

Laura A. Brooks
Maria E. DeLuzio
William R. Dermody
Leigh M. Doukas
Barbara J. Downs
Michael J. Greis
Betsy M. Tedoldi
Rebecca C. Turner

2012

James S. Bonasia
Stuart B. Chandler
George C. Doukas
Caroline B. Edge
Marcia C. Mather
Michael M. Mathias
Anne M. Murphy
Jane B. Murphy

2013

Catherine J. Barker
Marianne B. Cooley
Robert E. Deutsch
Robert A. Downs
George F. Kent
Donna M Mullin
Sara Orozco
Paul G. Smith

FY 2010 TOWN OF NEEDHAM RETIREE INFORMATION

RETIREMENTS	DEPARTMENT	YEARS OF SERVICE
Theresa Cossette	Public Works	11.750
Joan Cummings	Public Works	21.833
Marion Daley	School	13.417
Richard Hooper	Public Works	12.917
Gloria Krueger	School	28.750
Nancy Lambert	School	14.000
Herbert Morin	Public Facilities	10.917
Jerome Mullins	Police	39.667
Patricia Nash	Police	18.583
Robert Papetti	Fire	41.750
Gayle Pinshaw	School	10.667
Lance Remsen	Public Works	39.083
Paul Sammarco	Police	35.083
Leona Simonelli	Town	20.083
Justine Weisman	Public Works	19.000

IN MEMORIAM

NAME	DEPARTMENT	YEARS OF SERVICE
Katherine Buchanan	Hospital	13.417
Pearl Chamberlain	Hospital	13.167
Joseph Donovan	Hospital	11.667
James Driggs	Police	25.667
Stanley Duvall	Police	29.083
William Evans	Public Facilities	17.833
Patricia Feeney	Library	13.833
Dorothy Fitzgerald	School	11.750
Patricia Foppiano	Hospital	13.083
Dorothy Gurevich	Public Works	21.167
David Greenwood	Public Works	14.000
Joseph Hagan	Public Works	19.917
Frederick Harris	School	30.000
Russell Hering	Fire	39.083
Wallace Kent	Public Facilities	15.667
Anne Longley	School	14.000
Dorothy Manning	Town	23.417
Roy Nelson	Public Works	11.750
Lawrence Nigro	Public Works	36.750
Emma O'Brien	Hospital	9.917
Francis Shilo	Public Works	30.667
Phyllis Sugrue	School	17.853
Nancy Wilder	Hospital	16.000

APPENDICES

**Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2010**

	<u>General</u>
<u>ASSETS</u>	
Cash and short-term investments	\$ 6,287,377
Investments	\$ 13,164,402
Receivables:	
Property taxes	\$ 2,716,314
Excises	\$ 479,314
Departmental	\$ 690,451
Intergovernmental	\$ 9,689,961
Betterments	\$ -
Other	\$ 21,121
Other assets	\$ -
	<hr/>
Total Assets	<u><u>\$ 33,048,940</u></u>
<u>LIABILITIES</u>	
Warrants and accounts payable	\$ 1,851,380
Deferred revenue	\$ 13,513,155
Accrued liabilities	\$ 3,091,656
Due to other Governments	\$ -
Retainage payable	\$ -
Refunds payable	\$ 328,930
Anticipation notes payable	\$ -
Other liabilities	\$ 113,836
	<hr/>
Total Liabilities	<u><u>\$ 18,898,957</u></u>
<u>FUND BALANCES</u>	
Reserved for encumbrances	\$ 3,047,136
Reserved for other specific purposes	\$ 770,413
Reserved for expenditures	\$ 4,147,716
Unreserved:	
Undesignated	\$ 6,184,718
	<hr/>
Total Fund Balance	<u><u>\$ 14,149,983</u></u>
Total Liabilities and Fund Balance	<u><u>\$ 33,048,940</u></u>

**Town of Needham
Enterprise Funds
Statement of Net Assets
Year Ended June 30, 2010**

	<u>RTS</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and short-term investments	\$ 1,305,215	\$ 5,148,875	\$ 4,337,592
Receivables	\$ 127,644	\$ 2,348,458	\$ 1,858,054
Other current assets	<u>\$ 447</u>	<u>\$ -</u>	<u>\$ 316,143</u>
Total Current Assets	\$ 1,433,306	\$ 7,497,333	\$ 6,511,789
Noncurrent Assets:			
Land and construction in progress	\$ 5,007,443	\$ 1,297,716	\$ 1,531,781
Other capital assets, net of accumulated depreciation	<u>\$ 1,756,297</u>	<u>\$ 16,746,366</u>	<u>\$ 27,762,707</u>
Total Noncurrent Assets	<u>\$ 6,763,740</u>	<u>\$ 18,044,082</u>	<u>\$ 29,294,488</u>
Total Assets	\$ 8,197,046	\$ 25,541,415	\$ 35,806,277
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$ 174,287	\$ 261,439	\$ 112,845
Accrued payroll	\$ 17,391	\$ 12,433	\$ 31,956
Accrued liabilities	\$ -	\$ 30,762	\$ 35,548
Retainage payable	\$ -	\$ 36,767	\$ -
Refunds Payable	\$ 32,048	\$ 70,105	\$ 3,759
Notes payable	\$ -	\$ -	\$ 716,361
Other liabilities	\$ -	\$ -	\$ -
Current portion of long-term liabilities:			
Bonds payable	\$ 95,000	\$ 841,118	\$ 988,160
Compensated absences	<u>\$ 35,391</u>	<u>\$ 38,200</u>	<u>\$ 26,761</u>
Total current liabilities	\$ 354,117	\$ 1,290,824	\$ 1,915,390
Noncurrent Liabilities			
Bonds payable, net of current portion	<u>\$ 80,000</u>	<u>\$ 6,057,860</u>	<u>\$ 6,323,731</u>
Total Liabilities	\$ 434,117	\$ 7,348,684	\$ 8,239,121
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	\$ 6,763,740	\$ 11,956,729	\$ 21,413,904
Unrestricted	<u>\$ 999,189</u>	<u>\$ 6,236,002</u>	<u>\$ 6,153,252</u>
Total Net Assets	<u>\$ 7,762,929</u>	<u>\$ 18,192,731</u>	<u>\$ 27,567,156</u>

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Town Wide Expense								
General Government	\$29,331,738	(\$358,943)	(\$1,130,762)	\$27,842,033	(\$27,167,806)	(\$74,681)	(\$27,242,487)	\$599,546
Land Use & Development	\$3,476,238		\$138,238	\$3,614,476	(\$3,380,781)	(\$132,761)	(\$3,513,542)	\$100,934
Public Safety	\$326,923		\$8,742	\$335,665	(\$292,415)	(\$7,975)	(\$300,390)	\$35,275
Education	\$11,434,417		\$268,643	\$11,703,060	(\$11,270,573)	(\$41,772)	(\$11,312,345)	\$390,715
Public Works	\$45,818,618			\$45,818,618	(\$44,123,910)	(\$1,492,415)	(\$45,616,325)	\$202,293
Public Facilities	\$5,385,618		\$523,785	\$5,909,403	(\$5,284,057)	(\$326,424)	(\$5,610,481)	\$298,922
Community Services	\$7,734,532	(\$375,285)	\$143,245	\$7,502,492	(\$6,514,005)	(\$442,737)	(\$6,956,742)	\$545,750
	\$2,861,110		\$48,109	\$2,909,219	(\$2,819,709)	(\$20,832)	(\$2,840,541)	\$68,678
Total	\$106,369,194	(\$734,228)		\$105,634,966	(\$100,853,256)	(\$2,539,597)	(\$103,392,853)	\$2,242,113
Town Wide Expenses								
1 Retirement	\$89,000			\$89,000	(\$49,737)		(\$49,737)	\$39,263
2 Retirement Contributory System	\$4,271,094			\$4,271,094	(\$4,181,828)		(\$4,181,828)	\$89,266
3 Health Insurance	\$8,867,300			\$8,867,300	(\$8,659,377)	(\$11,064)	(\$8,670,441)	\$196,859
4 Insurance Liability Fund	\$3,446,556			\$3,446,556	(\$3,446,556)		(\$3,446,556)	
5 Unemployment Compensation	\$92,000			\$92,000	(\$73,284)	(\$18,442)	(\$91,726)	\$274
6 Debt Service	\$9,886,980	\$56,957		\$9,943,937	(\$9,943,218)		(\$9,943,218)	\$719
7 Worker's Compensation	\$385,000			\$385,000	(\$385,000)		(\$385,000)	
8 Property Self Insurance	\$525,000			\$525,000	(\$428,806)	(\$45,175)	(\$473,981)	\$51,019
9 Performance Pay Pool*	\$512,300		(\$503,225)	\$9,075				\$9,075
10 Reserve Fund*	\$1,256,508	(\$415,900)	(\$627,537)	\$213,071				\$213,071
Town Wide	\$29,331,738	(\$358,943)	(\$1,130,762)	\$27,842,033	(\$27,167,806)	(\$74,681)	(\$27,242,487)	\$599,546
* Direct expenditure is not allowed, only transfers to other budget lines.								
Board of Selectmen & Town Manager								
11A Salary & Wages	\$611,543		\$18,855	\$630,398	(\$624,033)		(\$624,033)	\$6,365
11B Expenses	\$166,450			\$166,450	(\$117,636)	(\$48,100)	(\$165,736)	\$714
Total	\$777,993		\$18,855	\$796,848	(\$741,669)	(\$48,100)	(\$789,769)	\$7,079
Town Clerk & Board of Registrars								
12A Salary & Wages	\$258,719		\$4,362	\$263,081	(\$251,541)		(\$251,541)	\$11,540
12B Expenses	\$33,980		\$5,133	\$39,113	(\$29,748)	(\$2,669)	(\$32,417)	\$6,696
Total	\$292,699		\$9,495	\$302,194	(\$281,289)	(\$2,669)	(\$283,958)	\$18,236
Town Counsel								
13A Salary & Wages	\$66,989		\$1,675	\$68,664	(\$68,645)		(\$68,645)	\$19
13B Expenses	\$193,500		\$86,000	\$279,500	(\$277,758)	(\$1,429)	(\$279,187)	\$313
Total	\$260,489		\$87,675	\$348,164	(\$346,403)	(\$1,429)	(\$347,832)	\$332

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Personnel Board								
14A Salary & Wages	\$1,100		\$28	\$1,128	(\$385)		(\$385)	\$743
14B Expenses	\$10,500			\$10,500		(\$10,500)	(\$10,500)	
Total	\$11,600		\$28	\$11,628	(\$385)	(\$10,500)	(\$10,885)	\$743
Finance Department								
15A Salary & Wages	\$1,350,144	(\$45,000)	\$21,453	\$1,326,597	(\$1,302,128)		(\$1,302,128)	\$24,469
15B Expenses	\$715,252	\$45,000		\$760,252	(\$650,446)	(\$70,063)	(\$720,509)	\$39,743
15C Equipment	\$37,500			\$37,500	(\$37,265)		(\$37,265)	\$235
Total	\$2,102,896		\$21,453	\$2,124,349	(\$1,989,839)	(\$70,063)	(\$2,059,902)	\$64,447
Finance Committee								
16A Salary & Wages	\$29,261		\$732	\$29,993	(\$20,616)		(\$20,616)	\$9,377
16B Expenses	\$1,300			\$1,300	(\$580)		(\$580)	\$720
Total	\$30,561		\$732	\$31,293	(\$21,196)		(\$21,196)	\$10,097
General Government								
	\$3,476,238		\$138,238	\$3,614,476	(\$3,380,781)	(\$132,761)	(\$3,513,542)	\$100,934
Planning Board								
17A Salary & Wages	\$204,227	(\$1,500)	\$5,106	\$207,833	(\$178,778)		(\$178,778)	\$29,055
17B Expenses	\$16,260	\$1,500		\$17,760	(\$14,625)	(\$3,153)	(\$17,778)	(\$18)
Total	\$220,487		\$5,106	\$225,593	(\$193,403)	(\$3,153)	(\$196,556)	\$29,037
Conservation Commission								
18A Salary & Wages	\$69,630		\$3,022	\$72,652	(\$70,327)		(\$70,327)	\$2,325
18B Expenses	\$8,155			\$8,155	(\$4,910)	(\$2,376)	(\$7,286)	\$869
Total	\$77,785		\$3,022	\$80,807	(\$75,237)	(\$2,376)	(\$77,613)	\$3,194
Board of Appeals								
19A Salary & Wages	\$24,563		\$614	\$25,177	(\$22,248)		(\$22,248)	\$2,929
19B Expenses	\$4,088			\$4,088	(\$1,527)	(\$2,446)	(\$3,973)	\$115
Total	\$28,651		\$614	\$29,265	(\$23,775)	(\$2,446)	(\$26,221)	\$3,044
Land Use & Development								
	\$326,923		\$8,742	\$335,665	(\$292,415)	(\$7,975)	(\$300,390)	\$35,275

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Police Department								
20A Salary & Wages	\$4,762,651		\$9,244	\$4,771,895	(\$4,554,987)		(\$4,554,987)	\$216,908
20B Expenses	\$277,820			\$277,820	(\$213,572)	(\$19,960)	(\$233,532)	\$44,288
20C Capital	\$118,900			\$118,900	(\$95,860)		(\$95,860)	\$23,040
Total	\$5,159,371		\$9,244	\$5,168,615	(\$4,864,419)	(\$19,960)	(\$4,884,379)	\$284,236
Fire Department								
21A Salary & Wages	\$5,517,917		\$250,622	\$5,768,539	(\$5,768,539)		(\$5,768,539)	\$75,170
21B Expenses	\$290,415			\$290,415	(\$194,430)	(\$20,815)	(\$215,245)	\$8,648
21C Capital	\$15,789			\$15,789	(\$7,141)		(\$7,141)	\$8,648
Total	\$5,824,121		\$250,622	\$6,074,743	(\$5,970,110)	(\$20,815)	(\$5,990,925)	\$83,818
Building Inspector								
22A Salary & Wages	\$435,243		\$8,777	\$444,020	(\$425,690)		(\$425,690)	\$18,330
22B Expenses	\$15,682			\$15,682	(\$10,354)	(\$997)	(\$11,351)	\$4,331
Total	\$450,925		\$8,777	\$459,702	(\$436,044)	(\$997)	(\$437,041)	\$22,661
Public Safety	\$11,434,417		\$268,643	\$11,703,060	(\$11,270,573)	(\$41,772)	(\$11,312,345)	\$390,715
Minuteman Regional High School Assessment								
23 Total	\$435,733			\$435,733	(\$435,733)		(\$435,733)	
Needham Public Schools								
24 Total	\$45,382,885			\$45,382,885	(\$43,688,177)	(\$1,492,415)	(\$45,180,592)	\$202,293
Education	\$45,818,618			\$45,818,618	(\$44,123,910)	(\$1,492,415)	(\$45,616,325)	\$202,293
Department of Public Works								
25A Salary & Wages	\$3,224,668		\$33,381	\$3,258,049	(\$3,183,243)		(\$3,183,243)	\$74,806
25B Expenses	\$1,387,250			\$1,387,250	(\$1,032,356)	(\$214,433)	(\$1,246,789)	\$140,461
25C Capital	\$5,500			\$5,500	(\$5,500)		(\$5,500)	
25D Snow and Ice	\$200,000		\$490,404	\$690,404	(\$690,404)		(\$690,404)	
Total	\$4,817,418		\$523,785	\$5,341,203	(\$4,911,503)	(\$214,433)	(\$5,125,936)	\$215,267
Municipal Parking Program								
26 Total	\$282,900			\$282,900	(\$218,478)	(\$44,105)	(\$262,583)	\$20,317

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Municipal Street Lighting Program								
27 Total	\$285,300			\$285,300	(\$154,076)	(\$67,886)	(\$221,962)	\$63,338
Public Works	\$5,385,618		\$523,785	\$5,909,403	(\$5,284,057)	(\$326,424)	(\$5,610,481)	\$298,922
Public Facilities								
28A Salary & Wages	\$2,732,256		\$143,245	\$2,875,501	(\$2,796,956)		(\$2,796,956)	\$78,545
28B Expenses	\$5,002,276	(\$375,285)		\$4,626,991	(\$3,717,049)	(\$442,737)	(\$4,159,786)	\$467,205
28C Capital								
Total	\$7,734,532	(\$375,285)	\$143,245	\$7,502,492	(\$6,514,005)	(\$442,737)	(\$6,956,742)	\$545,750
Public Facilities	\$7,734,532	(\$375,285)	\$143,245	\$7,502,492	(\$6,514,005)	(\$442,737)	(\$6,956,742)	\$545,750
Board of Health								
29A Salary & Wages	\$372,490		\$4,918	\$377,408	(\$370,739)		(\$370,739)	\$6,669
29B Expenses	\$74,355			\$74,355	(\$70,007)	(\$4,243)	(\$74,250)	\$105
Total	\$446,845		\$4,918	\$451,763	(\$440,746)	(\$4,243)	(\$444,989)	\$6,774
Diversified Community Social Services								
30A Salary & Wages	\$515,937		\$9,456	\$525,393	(\$498,836)		(\$498,836)	\$26,557
30B Expenses	\$39,670			\$39,670	(\$37,221)	(\$517)	(\$37,738)	\$1,932
Total	\$555,607		\$9,456	\$565,063	(\$536,057)	(\$517)	(\$536,574)	\$28,489
Commission on Disabilities								
31A Salary & Wages								
31B Expenses	\$550			\$550	(\$123)		(\$123)	\$427
Total	\$550			\$550	(\$123)		(\$123)	\$427
Historical Commission								
32A Salary & Wages								
32B Expenses	\$1,050			\$1,050	(\$1,033)		(\$1,033)	\$17
Total	\$1,050			\$1,050	(\$1,033)		(\$1,033)	\$17
Needham Public Library								
33A Salary & Wages	\$1,049,991		\$25,023	\$1,075,014	(\$1,058,491)		(\$1,058,491)	\$16,523
33B Expenses	\$263,012			\$263,012	(\$254,779)	(\$7,736)	(\$262,515)	\$497
Total	\$1,313,003		\$25,023	\$1,338,026	(\$1,313,270)	(\$7,736)	(\$1,321,006)	\$17,020

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Park and Recreation Department								
34A Salary & Wages	\$432,430		\$8,712	\$441,142	(\$429,489)		(\$429,489)	\$11,653
34A Expenses	\$110,875			\$110,875	(\$98,855)	(\$8,336)	(\$107,191)	\$3,684
Total	\$543,305		\$8,712	\$552,017	(\$528,344)	(\$8,336)	(\$536,680)	\$15,337
Memorial Park								
35A Salary & Wages								
35B Expenses	\$750			\$750	(\$136)		(\$136)	\$614
Total	\$750			\$750	(\$136)		(\$136)	\$614
Community Services	\$2,861,110		\$48,109	\$2,909,219	(\$2,819,709)	(\$20,832)	(\$2,840,541)	\$68,678
Department Budgets	\$77,037,456	(\$375,285)	\$1,130,762	\$77,792,933	(\$73,685,450)	(\$2,464,916)	(\$76,150,366)	\$1,642,567
Total Operating Budget	\$106,369,194	(\$734,228)		\$105,634,966	(\$100,853,256)	(\$2,539,597)	(\$103,392,853)	\$2,242,113

Town of Needham
RTS Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
101A Salaries	\$641,561			\$641,561	(\$624,377)		(\$624,377)	\$17,184
101B Expenses	\$1,118,567			\$1,118,567	(\$1,018,672)	(\$51,451)	(\$1,070,123)	\$48,444
101C Capital Outlay	\$58,000			\$58,000	(\$39,209)		(\$39,209)	\$18,791
101D Debt Service	\$150,000			\$150,000	(\$149,051)		(\$149,051)	\$949
102 Reserve Fund*	\$45,000			\$45,000				\$45,000
Total	\$2,013,128			\$2,013,128	(\$1,831,309)	(\$51,451)	(\$1,882,760)	\$130,368

* Direct expenditure is not allowed, only transfers to other budget lines.

Town of Needham
Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
201A Salaries	\$599,718	\$50,000	\$35,000	\$684,718	(\$658,119)		(\$658,119)	\$26,599
201B Expenses	\$267,547	\$99,000		\$366,547	(\$224,135)	(\$57,400)	(\$281,535)	\$85,012
201C Capital Outlay	\$39,000	\$45,000		\$84,000		(\$72,000)	(\$72,000)	\$12,000
201D MWRA Assessment	\$5,095,980			\$5,095,980	(\$5,028,493)		(\$5,028,493)	\$67,487
201E Debt Service	\$1,200,000			\$1,200,000	(\$1,192,470)		(\$1,192,470)	\$7,530
202 Reserve Fund*	\$35,000		(\$35,000)					
Total	\$7,237,245	\$194,000		\$7,431,245	(\$7,103,217)	(\$129,400)	(\$7,232,617)	\$198,628

* Direct expenditure is not allowed, only transfers to other budget lines.

**Town of Needham
Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2010**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers		Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
			Total Available for Expenditure					
301A Salaries	\$1,001,824		\$1,001,824		(\$909,094)		(\$909,094)	\$92,730
301B Expenses	\$1,068,621		\$1,068,621		(\$888,445)	(\$157,856)	(\$1,046,301)	\$22,320
301C Capital Outlay	\$20,000		\$20,000					\$20,000
301D MWRA Assessment	\$427,396		\$427,396		(\$427,332)		(\$427,332)	\$64
301E Debt Service	\$1,500,000		\$1,500,000		(\$1,490,309)		(\$1,490,309)	\$9,691
302 Reserve Fund*	\$75,000		\$75,000					\$75,000
Total	\$4,092,841		\$4,092,841		(\$3,715,180)	(\$157,856)	(\$3,873,036)	\$219,805

* Direct expenditure is not allowed, only transfers to other budget lines.

Town of Needham
Trust Funds
Year Ended June 30, 2010

Fund	July 1, 2009	Receipts	Disbursements & Adjustments	June 30, 2010
Anita M. Reinke Memorial Scholarship	\$9,905.74	\$531.04	\$200.00	\$10,236.78
Catherine M. Wharton Memorial Scholarship	\$2,075.63	\$37.22	\$2,000.00	\$112.85
Centennial Football Scholarship	\$1,744.37	\$75.95	\$500.00	\$1,320.32
Charles and Bernice Siegel Memorial Fund	\$218,380.11	\$11,901.02	\$10,000.00	\$220,281.13
Class of 1979 Scholarship	\$44.52	\$1,014.49		\$1,059.01
C. J. Cullen III Memorial Scholarship	\$38,791.10	\$2,266.20	\$1,200.00	\$39,857.30
Dana F. Burke Scholarship	\$6,001.12	\$514.74	\$400.00	\$6,115.86
De Fazio Family Memorial Scholarship	\$17,431.04	\$909.95	\$1,000.00	\$17,340.99
Derwood Newman Memorial	\$41,398.04	\$2,250.92		\$43,648.96
Dr. Lee Allan Memorial	\$2,441.19	\$132.73		\$2,573.92
Dwight School (Pollard School)	\$30,534.59	\$1,660.24		\$32,194.83
Edward J. Stewart 13 Club Scholarship	\$11,960.73	\$631.43	\$500.00	\$12,092.16
Edward Kasip Scholarship	\$4,451.49	\$223.13	\$4,577.49	\$97.13
Edward Keady Memorial Scholarship	\$7,638.89	\$358.62	\$1,500.00	\$6,497.51
Elizabeth Handley	\$42,699.32	\$2,278.68	\$2,000.00	\$42,978.00
Frederick Barstow Scholarship	\$309,111.71	\$16,353.36	\$12,000.00	\$313,465.07
Frederick Harris Scholarship	\$37,659.03	\$2,107.62	\$2,000.00	\$37,766.65
George Morse Memorial Scholarship	\$199,860.34	\$10,753.44	\$3,000.00	\$207,613.78
High School Sports Endowment	\$27,591.12	\$1,500.20		\$29,091.32
Igor Guralnik & Keith Flueckiger	\$15,439.21	\$688.19	\$6,000.00	\$10,127.40
Joan W. Swartz Memorial Scholarship	\$1,458.09	\$79.28		\$1,537.37
John Akers	\$171,375.72	\$48,105.76	\$6,000.00	\$213,481.48
John C. Wood (High School Library)	\$12,626.28	\$686.52		\$13,312.80
Joseph Paulini Scholarship	\$1,221.65	\$2,008.99	\$500.00	\$2,730.64
Karen Decembre Scholarship	(\$0.06)			(\$0.06)
Kyle Shapiro Scholarship	\$1,322.04	\$71.88	\$1,376.90	\$17.02
Leo F. Richards Jr. Scholarship	\$5,758.05	\$313.08	\$250.00	\$5,821.13
Mark R., Beane Memorial Scholarship	\$28,043.90	\$6,825.27	\$1,500.00	\$33,369.17
Martin Luther King Scholarship	\$3,586.74	\$138.29	\$1,000.00	\$2,725.03
Mary Ann Dolan Scholarship	\$115.89	\$1.85		\$117.74
Minot Mac Donald (Carter School Library)	\$7,378.25	\$401.79		\$7,780.04
Miriam Kronish Scholarship	\$773.68	\$42.07		\$815.75
Nate Tavalone Scholarship	\$6,400.07	\$636.48	\$400.00	\$6,636.55
New Century Club Scholarship	\$17,035.06	\$850.60	\$2,000.00	\$15,885.66
Nina Pansuk Scholarship	\$129,988.40	\$6,954.34	\$3,000.00	\$133,942.74
Peter Eloranta Chemistry Award Scholarship	\$10,127.35	\$550.65		\$10,678.00
Peter Eloranta Scholarship	\$96,206.42	\$5,218.92	\$1,000.00	\$100,425.34
Rebecca H. Perry Memorial Scholarship	\$252,102.42	\$13,291.55	\$10,997.00	\$254,396.97
Richard Jensen, Sr. Memorial Scholarship	\$2,271.86	\$123.53		\$2,395.39
Ruth Ann B. Simmons MD Memorial Scholarship	\$22,214.27	\$1,657.15	\$1,500.00	\$22,371.42
School Permanent Donation	(\$424.24)			(\$424.24)
Stacy Neilson Memorial Fund (Soccer Team)	\$1,559.38		\$1,390.45	\$168.93
Stanley Willox Memorial Scholarship	\$871.80	\$47.40		\$919.20
Steven Wernick Memorial Scholarship	\$65.61	\$3.57		\$69.18
Students Need Arts Trust Fund	\$5,653.04	\$307.37		\$5,960.41
Timothy P. Flanagan Memorial Scholarship	\$19,565.73	\$1,026.02	\$1,000.00	\$19,591.75

Town of Needham
Trust Funds
Year Ended June 30, 2010

Fund	July 1, 2009	Receipts	Disbursements & Adjustments	June 30, 2010
Tot Greenleaf	\$9,356.63	\$778.49	\$1,000.00	\$9,135.12
walter burke	\$8.58			\$8.58
William G. Moseley Scholarship	\$20,332.39	\$1,096.07	\$250.00	\$21,178.46
William T. Burke Memorial Scholarship	\$3,559.17	\$174.61	\$500.00	\$3,233.78
School Trust Allocation	\$2,455.41		\$2,455.41	\$0.00
Subtotal School	\$1,858,168.87	\$147,580.70	\$82,997.25	\$1,922,752.32
Arthur W. & Barbara S. Hatch Fund	\$244,200.75	\$13,156.73	\$10,986.39	\$246,371.09
Bosworth Library Trust Fund	\$6,236.06	\$339.07		\$6,575.13
Charles Fredic Clifford Henderson Library 10% Trust	\$97,710.37	\$11,093.91		\$108,804.28
Cora Proctor Thurston Fund	\$12,200.31	\$657.10	\$165.65	\$12,691.76
Helen DE M. Dunn Library Trust Fund	\$660.87	\$35.93		\$696.80
Karl L. Nutter Library Trust Fund	\$1,794.23	\$97.56		\$1,891.79
Laura G. Willgoose Library Trust Fund	\$131,503.52	\$7,023.50	\$8,048.93	\$130,478.09
Library Permanent Donation Fund	\$63,360.19	\$60,969.92	\$38,162.85	\$86,167.26
Lois Carley Children's Library Trust	\$10,198.76	\$554.54		\$10,753.30
Martha Barr Library Trust Fund	\$2,491.17	\$135.45		\$2,626.62
Myra S. Greenwood Library Trust Fund	\$57,691.54	\$3,136.84		\$60,828.38
Roger S. Corliss Fund	\$6,917.63	\$362.80	\$620.00	\$6,660.43
William Carter Fund	\$32,822.53	\$1,757.26	\$1,244.29	\$33,335.50
William H. Wye Library Fund	\$1,312.43	\$71.36		\$1,383.79
Library Trust Allocation	\$1,509.88		\$1,509.88	\$0.00
Subtotal Library	\$670,610.24	\$99,391.97	\$60,737.99	\$709,264.22
Board of Health	\$150.20	\$8.17		\$158.37
Community Revitalization Maintenance 10% Trust	\$2,069.89	\$856.69	\$4,950.00	(\$2,023.42)
Community Revitalization Trust	\$9,015.11	\$8,885.31	\$7,103.00	\$10,797.42
Council on Aging Permanent Donation	\$137,234.04	\$7,461.77		\$144,695.81
Domestic Violence Trust	\$215,999.33	\$11,684.08	\$5,500.00	\$222,183.41
Esther Lyford Trust	\$8,149.57	\$443.11		\$8,592.68
General Trust Allocation	\$1,062.98		\$1,062.98	\$0.00
Green Field Improvement Association Fund	\$4,477.38	\$243.41		\$4,720.79
John B. Tolman Trust (Library/Temperance Organization)	\$137,387.04	\$7,172.19	\$7,775.27	\$136,783.96
Mary Virginia E. Hill (Animal Welfare) Fund	\$10,731.49	\$583.52		\$11,315.01
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$10,051.32	\$546.52		\$10,597.84
Needham Military Band Inc. 2011 Fund	\$22,382.48	\$1,217.02		\$23,599.50
Park & Recreation (Park Beautification) Fund	\$12,657.35	\$937.32	\$7,701.69	\$5,892.98
Rebecca Perry Park Trust Fund	\$23,871.16	\$1,297.89		\$25,169.05
Robert & Marcia Carleton Memorial Trust Fund	\$76,464.11	\$4,157.55		\$80,621.66
Robert & Marcia Carleton Pavilion Fund	\$23,509.49	\$1,278.27		\$24,787.76
Skate Park Trust Fund	\$1,080.99	\$104.01		\$1,185.00
Subtotal Other Funds	\$696,293.93	\$46,876.83	\$34,092.94	\$709,077.82
TOTAL	\$3,225,073.04	\$293,849.50	\$177,828.18	\$3,341,094.36

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION
OF
NEEDHAM**

FISCAL 2010

City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$ 134,191,732.63
Ib. Total estimated receipts and other revenue sources (from IIIe)	46,359,606.00
Ic. Tax levy (Ia minus Ib)	\$ 87,832,126.63
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	77.7848%	68,320,044.03	6,488,349,842	10.53	68,322,323.84
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	15.6264%	13,724,999.44	663,613,511	20.68	13,723,527.41
Net of Exempt					0.00
Industrial	3.0683%	2,694,953.14	130,298,600	20.68	2,694,575.05
SUBTOTAL	96.4795%		7,282,261,953		84,740,426.30
Personal	3.5205%	3,092,130.02	149,501,950	20.68	3,091,700.33
TOTAL	100.0000%		7,431,763,903		87,832,126.63

Board of Assessors of

NEEDHAM

MUST EQUAL IC

City / Town / District

NOTE : The information was Approved on 12/11/2009.

Hoyt B. Davis, Director, Needham, 781-455-7507

12/10/2009 10:27 AM

I am signing on behalf of the Needham Board o...

Assessor

Date

(Comments)

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By

Andrew Nelson

Date :

11-DEC-09

Approved :

Dennis Mountain

Director of Accounts



(Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2010

NEEDHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)	\$	132,000,100.00
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes		12,500.00
2. Debt and interest charges not included on page 4		0.00
3. Final court judgements		0.00
4. Total overlay deficits of prior years		0.00
5. Total cherry sheet offsets (see cherry sheet 1-ER)		56,736.00
6. Revenue deficits		0.00
7. Offset receipts deficits Ch. 44, Sec. 53E		0.00
8. Authorized Deferral of Teachers' Pay		0.00
9. Snow and ice deficit Ch. 44, Sec. 31D		11,366.00
10. Other (specify on separate letter)		82,000.00
TOTAL Ilb (Total lines 1 through 10)		162,602.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,068,405.00
Ild. Allowance for abatements and exemptions (overlay)		960,625.63
Ile. Total amount to be raised (Total Ila through Ild)	\$	134,191,732.63

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$	7,710,750.00
2. Massachusetts school building authority payments		745,381.00
TOTAL IIIa		8,456,131.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col(b), Line 23)		8,085,545.00
2. Offset Receipts (Schedule A-1)		0.00
3. Enterprise Funds (Schedule A-2)		16,232,419.00
4. Community Preservation Funds (See Schedule A-4)		9,063,224.00
TOTAL IIIb		33,381,188.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col.(c))		0.00
2. Other available funds (page 4, col.(d))		1,376,871.00
TOTAL IIIc		1,376,871.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2009		3,145,416.00
b. Free cash..appropriated on or after July 1, 2009		0.00
2. Municipal light source		0.00
3. Teachers' pay deferral		0.00
4. Other source :		0.00
TOTAL IIId		3,145,416.00
IIIe. Total estimated receipts and other revenue sources	\$	46,359,606.00
(Total IIIa through IIId)		

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)	\$	134,191,732.63
b. Total estimated receipts and other revenue sources (from IIIe)	\$	46,359,606.00
c. Total real and personal property tax levy (from Ic)	\$	87,832,126.63
d. Total receipts from all sources (total IVb plus IVc)	\$	134,191,732.63

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

	(a) Actual Receipts Fiscal 2009	(b) Estimated Receipts Fiscal 2010
==> 1 MOTOR VEHICLE EXCISE	4,129,366.54	3,800,000.00
==> 2 OTHER EXCISE	284,274.00	270,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	270,990.82	250,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	120,809.27	70,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - TRASH DISPOSAL	0.00	0.00
9 OTHER CHARGES FOR SERVICES	1,016,682.82	905,000.00
10 FEES	130,514.74	130,000.00
11 RENTALS	151,887.36	140,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	57,613.59	55,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	264,861.50	260,000.00
16 OTHER DEPARTMENTAL REVENUE	338,804.04	330,000.00
17 LICENSES AND PERMITS	1,192,087.83	900,000.00
18 SPECIAL ASSESSMENTS	4,738.77	4,700.00
==> 19 FINES AND FORFEITS	206,953.02	185,000.00
==> 20 INVESTMENT INCOME	714,065.86	545,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	185,544.48	185,683.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	256,453.65	55,162.00
23 TOTALS	\$ 9,325,648.29	\$ 8,085,545.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2010 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant, Needham, 781-455-7500

12/10/2009 10:07 AM

Accounting Officer

Date

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2009 estimated receipts to FY2010 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

NEEDHAM

FISCAL 2010

City / Town / District

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/04/2009	2010	830,682.00	25,000.00	0.00	0.00	805,682.00	895,100.00	777,500.00
05/06/2009	2010	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00
05/11/2009	2009	55,000.00	0.00	0.00	55,000.00	0.00	0.00	450,000.00
05/13/2009	2010	115,628,567.00	105,463,084.00	0.00	915,110.00	9,250,373.00	0.00	0.00
05/20/2009	2010	14,126,692.00	1,145,416.00	0.00	175,713.00	12,805,563.00	0.00	13,430,000.00
11/09/2009	2010	1,358,159.00	0.00	0.00	231,048.00	1,127,111.00	0.00	26,962,128.00
Totals		132,000,100.00	106,634,500.00	0.00	1,376,871.00	23,988,729.00		
		Must Equal Cols. (b) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

NEEDHAM

Theodora K. Eaton, Town Clerk, Needham, 781-455-7510

12/10/2009 10:52 AM

City/Town/District

Clerk

Date

